



THE TOOL FOR THE ASSESSMENT OF SUSTAINABLE QUALITY™

TASQ™

NOVEMBER 10TH, 2023





TASQ™ OVERVIEW



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REGENERATIVE

INCLUSIVE

BASIC CRITERIA



QUALITY

REGENERATIVE

INCLUSIVE

ADVANCED CRITERIA



QUALITY

REGENERATIVE*

INCLUSIVE*

*Criteria in this section
will evolve in due time

ORGANIC FARMING ONLY CRITERIA



REGENERATIVE
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QUALITY
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INTRODUCTION

AAA vision

The AAA Sustainable Quality™ Program is our solution for building coffee farming resilience. It also acts as a platform for producers and partners to build community and landscape resilience against wider 'off-farm' risk factors, as well as develop solutions for both social welfare improvement and climate adaptation.

Role of the TASQ™

The journey towards sustainable quality that farmers undertake is guided and supported by Nespresso agronomists who work closely with them on the ground. The strong bonds formed lie at the heart of this relationship's enduring success. The Tool for the Assessment of Sustainable Quality (TASQ™) plays a pivotal role in the program, underpinning the relationship between all participants and the implementation of best practices in the field. Available via an app, the TASQ™ enables real-time data to be collected on the adoption of AAA practices across the three drivers of impact and encourages farmers to learn-by doing. This tool sets out the guidelines to evaluate and accompany farms and wet mills participating in the AAA Program.

How the TASQ™ works

As soon as coffee farmers join the AAA Program, they receive technical assistance in the form of training sessions, individualized guidance and a customized action plan. In return, there is a very clear expectation that they will commit to achieving a set of sustainable and quality practices and engage in a long-term continuous improvement process.

TASQ™ evolution

TASQ™ is based on 20 years' field experience in sustainable quality coffee farming and aims to be broader in its content, scope and functionality. TASQ™ criteria evolve over time (continuous improvement principle). The criteria include compliance components (local or global regulations) as well as practices requirements going beyond compliance (social, environmental, quality and agronomical) leading to operational transformation and practices transfer to farmers.

TASQ™ and M&E ecosystem

- TASQ™ addresses the progress of AAA implementation. It provides field information, specific to all farms registered in the AAA Program.
- M&E (Monitoring & Evolution) audit managed by independent third parties measure the success of the AAA Program and verify TASQ™ results on key strategic directions. Data is collected in a standardized way; samples of farms are monitored and evaluated in terms of positive impact and any gaps in the adoption of specific practices are identified accordingly.





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PURPOSE & STRUCTURE

This tool provides guidance and insights to support OMP execution. It aims to provide farmers guidance to change practices, improve quality and create a solid basis for sustainable farming on each of the strategic drivers of the AAA Program.

IT SETS OUT

01 GUIDELINES TO EVALUATE AND ACCOMPANY FARMS AND WET MILLS PARTICIPATING IN THE AAA PROGRAM, SUCH AS:

A baseline for continuous improvement in quality & sustainability by assessing a list of defined criteria to identify gaps and needs within each farm and cluster.

Ensure farm compliance with the TASQ™ criteria and monitor accordingly

02 FRAMEWORK AND TOOLS TO SUPPORT THE ELABORATION OF ACTION PLANS AND THEIR FOLLOW-UP, SUCH AS:

Framework to support the definition of action and improvement plans with AAA farmers

Tools to accompany regular farm evaluation and identify project needs and design additional AAA farmer support strategies

Build tailor-made action plans for agronomists, relevant for their clusters / AAA farms and monitor and evaluate their implementation progress



TASQ™ ASSESSMENT IS CARRIED OUT AT FARM LEVEL BY AAA AGRONOMISTS.

It is fully embedded in the AAA planning, implementation and evaluation process

01 OMP PLANNING
TASQ™ Support cluster
priority definition & strategy

02 OMP IMPLEMENTATION
Support AAA Farm TASQ™ Action Plan
definition and implementation

03 OMP EVALUATION
Provide information for
cluster evaluation performance via:
monitoring of farm
performance and risk analysis
supporting certification objectives





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PURPOSE & STRUCTURE

The TASQ™ is composed of criteria for farms and wet mills. Criteria are categorized or filtered:

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BY DRIVER

THE 3 AAA STRATEGIC DRIVERS OF THE AAA PROGRAM: **QUALITY, REGENERATIVE AND INCLUSIVE**

- > A commitment to quality as a precondition for regenerative agriculture, carbon neutrality and inclusion.
- > Both philosophically and practically, the farmer is always placed at the very centre of the approach

02

BY PRIORITY

PRECONDITION CRITERIA

There are **8 precondition criteria** in the following categories that are **mandatory and should always be complied with from the beginning**: child labor, Gender-Based Violence (GBV), forced labor, harassment and abuse, ecosystem protection, agrochemicals and biological inputs.

Failing such criteria will trigger the fair treatment process to ensure compliance within the expected timeframe, failure of which will result in exclusion of the farm from the AAA Program.

New clusters can assess the implementation of these criteria in the short term and always explain to new farms in the clusters the commitment as it relates to these criteria.

BASIC CRITERIA

68 basic criteria have been defined to move coffee farms towards meeting the goals of the strategic drivers of the AAA Program. The criteria are checked on all farms by AAA agronomists. Example of criteria areas: gender equality, productivity, harvesting and processing, quality management, water management, conserved and enhanced soil health...

ADVANCED CRITERIA

Upon reaching this BASIC level, the Cluster will prioritize the issues for improvement and will plan implementation of **the 26 more advanced** field actions to move even further towards regenerative and inclusive coffee farming. Examples of criteria: Access to education for children, coffee drying methodology, advanced mulching, no herbicides in crops, natural water source protection, soil conservation program, ...



QUALITY

- Basic
- Advanced



REGENERATIVE

- Precondition
- Basic
- Advanced



INCLUSIVE

- Precondition
- Basic
- Advanced





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ASSESSMENT & CRITERIA IMPLEMENTATION TIME FRAME

The TASQ™ criteria have to be assessed and implemented within a specific timeframe depending on the category and priority level.

ASSESSMENT TIMEFRAME

The assessment of all AAA farms can be spread **over a maximum of 3 years**.

At least a third of the farms must be advanced each year

COMPLIANCY TIMEFRAME AND IMPACT BY CRITERIA PRIORITY

	● PRECONDITION	● BASIC	● ADVANCED
Farm compliancy required within	90 days	<ul style="list-style-type: none"> • 5 years • After 2 years, substantial progress are expected 	Depending on cluster context and priority
If farms do not comply Within the timeframe	Immediate exclusion of the farms	<i>Nespresso</i> reserves the right to proceed with the exclusion of the farms.	N/A





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DEVELOPMENT & UPDATE OF THE TASQ™

> Key principles and stakeholders' contribution

> The TASQ™ is co-developed by the *Nespresso* Sustainability Team and the Rainforest Alliance. The *Nespresso* Sustainability Team comprises members from various regions and functional areas including a dedicated group of agronomists who play a crucial role in bridging the connection between the sustainability initiatives and coffee farmers.

> Prior to developing the TASQ™, *Nespresso* Sustainability Team conducted stakeholders' consultation to identify key material topics which were taken into consideration.

> **Stakeholders who are affected by the standard** (farmers, cooperatives, suppliers, auditors...) **are invited to provide input at any time.**

To submit their input, stakeholders are invited to send it to The Positive Cup Hub via [Contact | Nespresso](#),
The *Nespresso* Sustainability Team will diligently address and respond to the received feedback.

> Any potential modifications will be taken into account during subsequent reviews of the document. The ultimate decision-making authority resting with the *Nespresso* Head of Coffee Sustainability.





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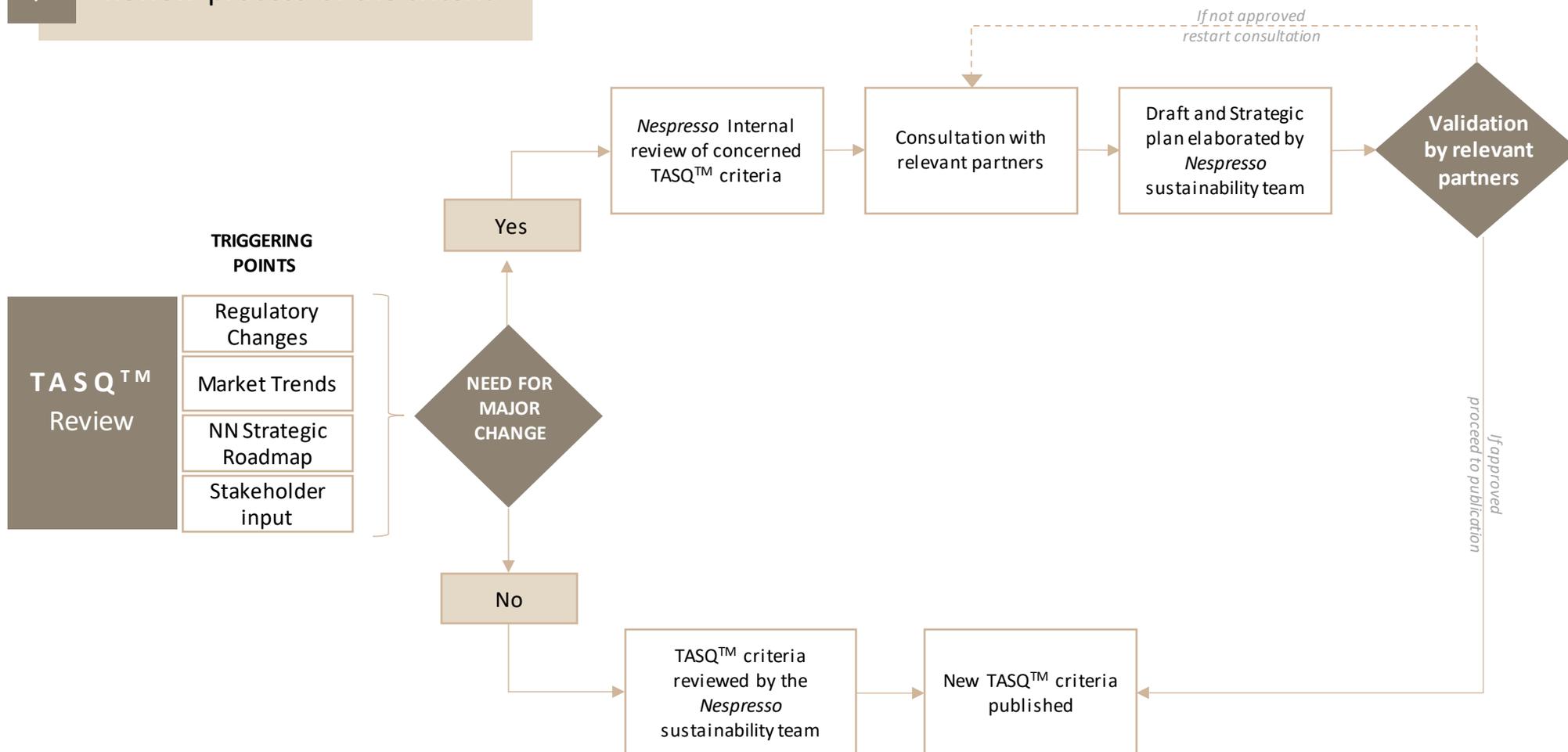
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DEVELOPMENT & UPDATE OF THE TASQ™

> Review process of the criteria





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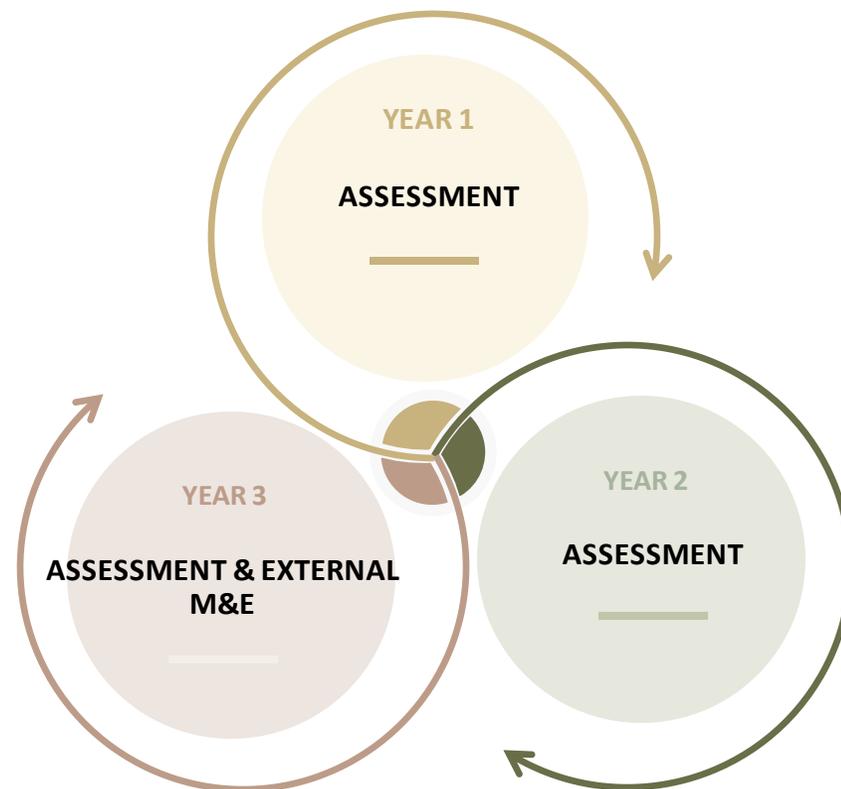
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ASSESSMENT & CRITERIA IMPLEMENTATION TIME FRAME

- > The process consists of a **three-year cycle** that involves both internal and external verifications.
- > **Over the course of three years, the AAA field workforce evaluates the AAA farms to confirm that farmers adhere to the mandatory TASQ™ criteria.** The information gathered from these assessments is integrated into the internal control procedure.
- > To ensure an impartial and trustworthy assessment of supply chain adherence and performance, **each cluster is evaluated by an external third-party organization, Enveritas, every three years.**





ASSESSMENT STAGES

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> The evaluation is performed by the AAA agronomist who gathers information during farm visits and evaluates compliance against each of TASQ™ criteria (complies or does not comply)

> To proceed, the AAA agronomist uses a tablet and completes a TASQ™ form on F.A.R.M.S system

01 EVALUATION OF A FARM TO JOIN THE AAA PROGRAM

For new farms to enter the AAA Program, they must undergo an initial assessment of compliance with the criteria, paying special attention to the criteria that are categorized as PRECONDITION.

New farms will not be able to join the AAA Program if they do not meet these PRECONDITION criteria.

Upon being admitted, they have an implementation period in which to fulfil the BASIC criteria. Substantial progress are expected in an expected timeframe.

A number of informative criteria must also be collected and recorded to complete the creation of the farm entry in the F.A.R.M.S. system.

02 ANNUAL EVALUATION OF CRITERIA

Every criterion will be checked on regular basis on all farms by the AAA Agronomists.

Each year it must be ensured that a part of the farms is covered with a good representation of the entire cluster region.

The TASQ™ assessment criteria must be recorded and entered in F.A.R.M.S., along with any comments and supporting documentation, including photographs if applicable (following the procedure indicated in the system).

This assessment does not necessarily have to be completed during one single visit but can be performed over several visits during the year.

03 EVALUATION OF ADVANCED CRITERIA

These criteria indicate the path of continuous improvement for AAA farms to follow after or while achieving compliance with the BASIC criteria. Upon reaching this BASIC level, the Cluster will determine which issues are the most important and plan implementation of field actions designed to meet these objectives.

ADVANCED criteria are available for the agronomists to assess at any time after the farm has been added in F.A.R.M.S.

Some ADVANCED criteria are linked to the implementation of certification standards (Rainforest Alliance, FT FLO, FT USA, FLA, Organic) and therefore will be assessed in coordination with the decision to implement any of these standards in the Cluster.





FOCUS & CONTRIBUTION

FOCUS BY STRATEGIC DRIVER

CRITERIA # BY PRIORITY

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QUALITY

Maintaining the high quality of AAA coffee at every stage:

- in the field,
- during harvest,
- and processing.



REGENERATIVE

Complement the environmental sustainability scope with Regenerative Agriculture, towards net zero carbon emissions and specific nature-based solutions such as agroforestry

Demonstrated by a Regenerative Coffee Agriculture set of criteria co-defined with the Rainforest Alliance

Maintain productivity in a sustainable way



INCLUSIVE

Ensure respect of Human rights and enhance the HR due diligence process

Protect children and youth rights and promote gender equality

Promote better income for farmers and workers

Improve working conditions and ensure health and safety measures

Criteria # by Priority for Quality:

- Basic
- Advanced

Criteria # by Priority for Regenerative:

- Precondition
- Basic
- Advanced

Criteria # by Priority for Inclusive:

- Precondition
- Basic
- Advanced





FOCUS & CONTRIBUTION

> The criteria of the 3 AAA strategic drivers have been defined to deliver **benefits to key impact areas**

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QUALITY 	CLIMATE	LIVING INCOME			
	Energy use and wastewater management play a role in mitigating climate change	Coffee quality practices are a key driver towards better incomes			
REGENERATIVE 	CLIMATE	LIVING INCOME	SOIL QUALITY & CONSERVATION	BIODIVERSITY	WATER CONSERVATION
	Agroforestry, soil conservation, inputs management contribute to climate change adaptation and mitigation	Cost efficiency, productivity and efficient use of resources impact farmer incomes	Erosion prevention, soil health maximization and pollution control contribute to soil conservation	Restoration of ecosystems at farm level. No deforestation to protect and enrich natural and coffee ecosystems	Protection and replenishment of water sources
INCLUSIVE 	CLIMATE	LIVING INCOME	ACCESS TO SAFE DRINKING WATER FOR COMMUNITIES		HUMAN RIGHTS
	Resilience and climate change adaptation	Farmer and worker incomes	Water access practices have an impact on wellbeing		Human rights protection. Children & Youth and Gender Equality Health and safety for families and workers





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CONNECTING TASQ™ WITH OTHER FRAMEWORKS

AAA FARM ACTION PLAN

01

The AAA agronomist provides guidance to farmers in order to define an **Action Plan** for each farm to reach compliance with the BASIC and/or ADVANCED criteria.

02

This plan is based on the evaluation of each farm and is recorded in **F.A.R.M.S.**

03

The concept of an Action Plan at farm level provides **the basis for building strategic activities and plans at the Cluster level**

04

The Action Plan can define actions encompassing a broader approach with complementary activities to the farmer training sessions



1. CONNECTING TASQ™ WITH CERTIFICATIONS

- Compliance with TASQ™ criteria also permits substantial progress to be made towards compliance with other certifications (such as Rainforest Alliance, FT FLO, FT USA, Organic and FLA); nevertheless, complementary actions must be carried out specifically for each standard, especially within the context of keeping records of the various control points.
- **Some TASQ™ criteria do not apply to AAA farms implementing organic certification.** Each criterion is indicated if it does not apply in this instance.
- **22 additional TASQ™ criteria apply only to AAA farms implementing organic certification.** These criteria are about farm management; agricultural practices and coffee processing are added for farms in transition and certified organic:
Section « Organic farming only criteria »





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CONNECTING TASQ™ WITH OTHER FRAMEWORKS



2. CONNECTING TASQ™ WITH THE RAINFORREST ALLIANCE REGENERATIVE COFFEE SCORECARD

In 2003, The AAA Program was co-developed by *Nespresso* and the Rainforest Alliance with a shared goal: to create a sustainable supply of the highest quality coffee, while improving the situation for coffee farmers and their communities. Building on this long-standing collaboration, we've embarked in 2020 on a joint approach to define and deploy Regenerative agriculture at scale in AAA coffee farms and landscapes. With support from RA, the AAA Program has evolved TASQ™ to integrate regenerative practices.

To further increase the uptake of regenerative practices for all coffee farmers around the world, Rainforest Alliance established THE REGENERATIVE COFFEE SCORECARD, a voluntary tool for certified and non-certified supply chains. It guides farmers through a stepwise pathway from efficient practices to redesigned nature-based farming and is designed to be easily adapted for different origins. **The scorecard assesses 13 criteria related to livelihoods, water, biodiversity, soil and crop resiliency. Each of the criteria can be rated against 3 levels: bronze, silver or gold.**

TASQ™ connection with Rainforest Alliance scorecard:

- Updated version of TASQ™ has been built to integrate regenerative practices and the **TASQ™ basic level is fully aligned with the bronze level of the Regenerative coffee scorecard**
- The 13 criteria of the bronze level correspond to 16 practices from the TASQ™
- *Nespresso* is committing through the AAA Program to work towards complying with bronze level of as a first step into the AAA regenerative journey and TASQ™ collected data will serve to substantiate the regenerative claim that *Nespresso* foresees to have on pack





02

PRECONDITION
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REF	TOPIC	SHORT DESCRIPTION	LONG DESCRIPTION	Implementation / verification level	
				FARM	WET MILL
PRE-REG-1	AGROCHEMICALS AND BIOLOGICAL INPUTS	Farmers use agrochemicals and biological inputs that are legally registered in the country and do not use prohibited pesticides	<p>The following chemical or biological substances are not used on coffee crops:</p> <ul style="list-style-type: none"> Biological or organic substances not legally registered in the country for commercial use. Agrochemicals not legally registered in the country. Agrochemicals with technical grade Class Ia / Ib active ingredients according to the classification by the World Health Organization (WHO). Products banned by the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides, and the Stockholm Convention on Persistent Organic Pollutants. Included on <u>the Rainforest Alliance List of Prohibited Pesticides</u> <p>Does Not Apply for Organic Certified Coffee</p>	✓	
PRE-REG-2	ECOSYSTEM PROTECTION	No deforestation or destruction of high-value ecosystems – beyond legal reserve and conservation areas	<p>The natural ecosystems on the farm are identified, protected, and restored. These include forests, wetlands, aquifers, waterways, and areas undergoing natural succession. There is no evidence of the alteration or destruction of high-value ecosystems due to activities related to production, deforestation or intentional fires.</p> <p>Of special importance for environmental conservation are habitats that enable the reproduction of endemic and threatened species, house wild populations of animals or plants, provide ecosystemic services such as the protection of watersheds or are rare ecosystems. Examples include primary and secondary forests, paramours, savannahs, creeks, rivers, lakes, lagoons, bogs, swamps and marshes. (The practices are mandatory from January 1st 2014 onwards.)</p>	✓	





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REF	TOPIC	SHORT DESCRIPTION	LONG DESCRIPTION	Implementation / verification level	
				FARM	WET MILL
PRE-INC-1	CHILD LABOR	The hiring of workers under the legal age and the worst forms of child labor are prohibited. Farmers protect children from any form of abuse	<ul style="list-style-type: none"> No person shall be employed or working at the farms under the age of 15. If local minimum working age law stipulates a higher age for working or mandatory schooling, the higher age applies. If, however, the developing country exemption is provided to a country under ILO Convention 138, the lower age (local minimum age of 14 years of age) applies. The farm must comply with ILO Conventions 138 and 182, as well as Minimum Age Recommendation 146. Minor children can perform work at their own parents' farm for activities that are not considered dangerous, as long as it does not affect their school attendance and their moral, social and physical development. Work must be appropriate to the worker's age and physical condition. Farmers must comply with Article 19 of the United Nations Convention on the Rights of Children. All children living or working on the farm shall not be subjected to any forms of physical, sexual, psychological abuse or neglect. Farmers are alert to and proactively report cases of abuse and neglect. <u>ILO Convention 138</u> <u>ILO Convention 182</u> <u>ILO Convention 146</u> 	✓	✓
PRE-INC-2	EMPLOYMENT OF YOUNG WORKERS (15-18 YEARS OF AGE) AND HAZARDOUS WORK	Farmers assign work to young workers according to their abilities and that is not dangerous to their health. Farmers maintain adult supervision for all activities that they carry out.	<ul style="list-style-type: none"> Including laws and regulations related to hiring, working conditions, type of work, hours worked, proof of age documentation and overtime. Farmers will determine and verify the age of young workers through the means available to them. Hazardous activities include the handling and application of agrochemicals, tasks that require significant physical effort, affect the development of an underage young worker or that can be dangerous to their health. Working hours are limited to 40 hours per week and no more than 8 hours per day, only after school hours, with no night work allowed. Young workers must complete compulsory education. " 	✓	✓
PRE-INC-3	GENDER-BASED VIOLENCE (GBV)	Any act of gender-based violence (GBV) at farm and wet mill levels is not tolerated	GBV results in, or is likely to result in, physical, sexual or mental harm or suffering to women. GBV can take many forms such as child marriage, female genital mutilation, sexual violence and intimate partner violence and includes threats of violence and coercion.	✓	✓





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				FARM	WET MILL
PRE-INC-4	DISCRIMINATION	Discriminatory practices are never allowed on the farm	<ul style="list-style-type: none"> These include discrimination at any point in time due to a person's race, ethnicity, color, sex, gender, age, religion, social standing, political tendencies, nationality, affiliation with labor associations or other legal groups, medical status, family obligations, sexual orientation or marital status, or for any other reason in accordance with ILO Conventions 100 and 111 and national legislation Equal remuneration conditions, work allocation, training and advancement opportunities and benefits (insurance and pensions) are offered to all staff for the same kinds of work. Seasonal and casual workers are treated equitably Influence is not exerted on the political, religious, social or cultural beliefs and practices of workers. 	✓	✓
PRE-INC-5	FORCED LABOR	Farmers protect employees from all forms of forced labor, including working under a regimen of imprisonment	<ul style="list-style-type: none"> Farmers do not partially or fully retain salaries, benefits or any other workers' rights acquired or stipulated by law, nor do they retain a worker's documents such as their passport, identity card, land lease or other form of identification that obliges them to work or remain on the farm, to restrict their freedom of movement or as a disciplinary action. Engaging in trafficking and the use of trafficked labor is prohibited. The farmers do not make it a condition of employment that a worker's spouse or other family member work at the farm as well Farmers do not expose workers to the risk of forced labor by forcibly keeping them on the premises, for example, by locking gates or through mandatory overtime Workers are not required to provide original personal documents to farmers Extortion, indebtedness, monetary fines, threats or any other physical or psychological measures are never used to oblige employees to work or remain on the farm, or as a disciplinary action in accordance with ILO Conventions 29 and 105 and national legislation 	✓	✓
PRE-INC-6	HARASSMENT AND ABUSE	Every worker is treated with respect and dignity	<ul style="list-style-type: none"> No worker shall be subject to any physical, sexual, psychological or verbal harassment or abuse Farmers will: raise awareness about what constitutes acceptable behaviour and what the consequences of harassment are; guarantee to workers that harassment and abuse are not acceptable no matter who is the perpetrator; support and provide information to individual workers or other staff members when necessary to increase their understanding about what is considered acceptable behaviour 	✓	✓





03

BASIC
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BASIC - CRITERIA

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				FARM	WET MILL
BAS-QUA-1	HARVEST PLANNING AND SUPERVISION	The workforce required for the harvest is planned and harvest workers are supervised	Harvesting labor is planned in advance and adjusted based on the ripeness of the plot. Farmers estimate the resources necessary for harvesting at an appropriate time. There is supervision or control with corrective measures to ensure a good harvest. Supervision aims to minimize the percentage of unripe coffee cherries picked and loss of coffee during harvesting, including mature cherries left on trees. In the case of mechanical harvesting, machine calibrations are also key.	✓	
BAS-QUA-2	AVOID UNRIPE CHERRIES	The picking of unripe cherries is avoided	Farmers are aware that unripe cherries should not be harvested. Some measures are taken to avoid the collection of unripe cherries including briefing the pickers, supervision and control. In the case of mechanical harvesting, planning and machine calibration are essential	✓	
BAS-QUA-3	SAME-DAY PROCESSING AND HARVESTING	Coffee is processed on the same day that it is harvested	The goal is to process coffee through pulping or drying on the same day that it is picked. If processing is delayed, the coffee lot is kept separate from the coffee that was processed on the same day it was picked until its quality has been approved by cupping. Exceptions for specific quality requirements for Nespresso with variations in processing protocols.	✓	✓
BAS-QUA-4	CHERRIES DON'T COME INTO CONTACT WITH THE SOIL	Cherries are prevented from entering into contact with the soil	<ul style="list-style-type: none"> Cherries that entered into contact with the soil are not mixed with those that didn't. Concrete patios are considered as a good quality practice. 	✓	✓
BAS-QUA-5	AVOID FERMENTATION OF CHERRIES	The fermentation of picked cherries is avoided.	Measures are taken to avoid the fermentation of cherries once they have been harvested. Small aerated bags or any other container (even in trucks) are preferred. The organization of logistics aims to reduce the time period between picking and processing (the transport of first bags is prioritized). Exceptions for specific quality requirements for Nespresso with variations in processing protocols.	✓	✓
BAS-QUA-6	AVOID CONTAMINATION DURING DRYING	Direct contamination of coffee is avoided during drying.	Direct contamination of the coffee, primarily by soil or fumes, is avoided. During sun drying, coffee is kept away from the soil. Mechanical dryers should use indirect combustion (combustion gases are not mixed with the drying gases). In the case of mechanical dryers, the material of the parts in contact of the coffee must be food grade to avoid heavy metal cross contamination.	✓	✓
BAS-QUA-7	AVOID MIXING BATCHES DURING FERMENTATION	Coffee batches are fermented separately.	Batches of pulped coffee from different days are stored separately. Mixing of different batches of pulped and fermented coffee in the fermentation tank is avoided, even by soaking.	✓	✓
BAS-QUA-8	AVOID OVER-FERMENTATION	Over-fermentation of coffee is avoided during processing.	The fermentation time and/or the complete removal of mucilage are monitored to avoid over-fermentation. When using fermentation tanks, the regular fermentation time is known and delays with washing the tanks are avoided. Environmental conditions, such as higher outdoor temperatures that might accelerate the fermentation process and result in over-fermentation, are taken into account to adjust the fermentation time. If the mucilage is removed mechanically, the complete removal of the mucilage is verified before washing. Fermentation of the coffee is preferred over mechanical demucilgination. More than 40% of mechanical demucilgination is not considered as good practices. Exceptions may exist for specific quality requirements for Nespresso with variations in processing protocols.	✓	✓





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BAS-QUA-9	WASHING / DRYING TIME CONSIDERED	The time period between washing and transport to the drying yard is monitored.	Farmers know coffee should be dried as soon as possible after washing is completed. The goal is to avoid coffee fermentation, although the time gap may not yet have been optimized.	✓	✓
BAS-QUA-10	RAIN PROTECTION / DRYING COFFEE	There is a system to protect drying coffee from rainfall.	There is a system to protect the coffee from rain. This applies to coffee that is entirely sun dried after free (external) water has been removed, but also to coffee that is placed in a drying yard or outdoors (for moisture homogenization or storage).	✓	✓
BAS-QUA-11	CONTINUOUS DRYING	Even and continuous coffee drying is achieved.	A methodology for even and continuous drying of the coffee is used that takes into account the following aspects: - Sun drying of coffee is preferred over mechanical drying, in accordance with production and capacity. - 100% mechanical drying must not be used - Agitation or raking frequency is adjusted, depending on coffee layer thickness and humidity level. - The coffee temperature is carefully regulated during mechanical drying to avoid altering its quality depending on the coffee load and humidity. The temperature of the coffee must never exceed 50°C.	✓	✓
BAS-QUA-12	COFFEE MOISTURE MONITORING	Farmers monitor coffee moisture levels during the drying process.	Farmers aim to monitor the drying process by frequently estimating the coffee moisture. Farmers use the estimation methodology of their choice to determine the precise moment to stop drying.	✓	✓
BAS-QUA-13	AVOID COFFEE CONTAMINATION IN PROCESSING FACILITY	The processing facility is well-managed to avoid coffee contamination.	There are no chemicals present that can affect quality in processing, drying and storage areas. Combustibles used in drying or for equipment maintenance must be contained and identified to avoid contact with coffee and possible contamination. Animals do not have access to processing facilities or drying areas. This covers farm animals and pets in the processing area and physical barriers are used or constructed to impede their access to drying or processing areas.	✓	✓
BAS-QUA-14	AVOID MIXING DURING PROCESSING AND STORAGE	Mixing different coffee qualities is avoided during coffee processing and storage.	This includes all of the steps for coffee processing and drying and storing stages to protect the quality of the coffee. Procedures are followed for product separation and identification.	✓	✓
BAS-QUA-15	CLEAN PROCESSING WATER	Clean water is used to wash the coffee.	Farmers confirm that clean water is used to wash the coffee. The water must be free of mud, color, odor, foreign matter and other contaminants. Storage tanks are regularly cleaned and maintained to avoid the accumulation of sediment and other foreign matter.	✓	✓
BAS-QUA-16	EQUIPMENT CLEANING PROCEDURE	A routine cleaning procedure is in place for all equipment, including tubes.	Farmers confirm that they follow a cleaning routine that involves cleaning all equipment and tubes before starting a new batch. The goal is to remove residual fermented coffee beans, foreign matter and stagnant water before starting processing. The producers will keep a record of the cleaning of the equipment. Records can be pictures of the cleaned equipment. AAA agronomists will also be able to verify the state of cleanliness during visits to the farm.	✓	✓





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BAS-QUA-17	EQUIPMENT MAINTENANCE	Equipment is well maintained to ensure its proper functioning.	The equipment is regularly checked and maintained. This applies to any processing equipment: siphon, pulper, fermentation tank, mucilage remover and washer. Farmers are aware that maintaining their equipment ensures good functioning and prevents coffee contamination and a change in the flavor profile due to threshed, broken or peeled beans and the loss of coffee beans through rejected pulp or leaks. Equipment materials, lubricants, painting, etc. may not cause any cross contamination with the coffee.	✓	✓
BAS-QUA-18	CLEAN STORAGE BAGS	Bags used to store coffee are clean and free of contaminants.	Farmers are aware that coffee can be contaminated if stored in bags that previously contained products such as fertilizers or other chemicals, soil or other products with a strong odor. To avoid cross contamination, fertilizer bags should not be used to store coffee (parchment, dried cherries, or green coffee)	✓	✓
BAS-QUA-19	COFFEE STORAGE CONDITIONS	Coffee is not stored in the same place as contaminants and does not touch the ground, walls or the ceiling.	There are no fuels, agrochemicals, fertilizers or other contaminants present where the coffee is stored. Coffee bags must be stored using wood or plastic pallets to avoid contact with ground, walls or ceiling, and to favorize the movement of the air and avoid moisture accumulation and/or cross contamination.	✓	✓
BAS-QUA-20	COFFEE MOISTURE IS MEASURED	The coffee moisture is accurately measured with a moisture meter before its sale.	Farmers are aware of the exact moisture level of their coffee when selling it. Moisture can be measured at the point of sale. Moisture must be measured after the drying process the objective being to have the right moisture for the storage and to increase the shelf life (Sensory quality, color, and price) and safety of the coffee beans (OTA risks).	✓	✓
BAS-QUA-21	LOWER QUALITY CHERRIES ARE SORTED	An additional system is established to sort lower quality cherries when the standard is not met.	Quality controls are used to make appropriate decisions in order to preserve coffee quality. Lower quality cherries because of floaters, CBB or density are sorted out by an additional process or are processed separately and are not mixed with high-quality coffee. Lower quality coffee must not be used for AAA coffees.	✓	✓
BAS-QUA-22	QUALITY CONTROL - CRITICAL POINTS (I)	Quality controls are in place to control critical points in the process.	Quality controls are performed to control critical points that may affect quality or processing efficiency. Producer controls quality at least on three of the following steps: Harvest, pulping, fermentation, washing, drying, storage.	✓	✓





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BAS-REG-1	AGROFORESTRY COVER	Agroforestry cover	Farmers maintain agroforestry cover, including a diversity of trees on the overall farm, with at least 4 species (ideally native).	✓	
BAS-REG-2	SOIL ORGANIC MATTER	Use of organic fertilizers or organic matter	The farm uses organic fertilizer or organic matter source and/or beneficial micro-organisms to increase the level of soil organic carbon (SOC) as part of the fertilization of coffee crops. Applying organic fertilizer, or composted organic matter.	✓	
BAS-REG-3	SOIL CONSERVATION PRACTICES	Soil is not left exposed	Farmers promote mulching and/or cover crops as practices for soil protection and conservation.	✓	
BAS-REG-4	INTEGRATED PEST MANAGEMENT	Coffee varieties that are planted are tolerant or resistant to diseases or pests – basic	Farmers select coffee varieties based on quality, productivity and rust resistance. Some use of rust resistant varieties (*). (*) Context-specific practice in case there are varieties that are resistant to the main pests or diseases, as well as support for coffee varieties to achieve quality profiles.	✓	
BAS-REG-5		Farmers implement Integrated Pest Management activities	Farmers implement activities using integrated pest management (IPM) based on the ecological principles of population control for harmful pests (insects, plants, animals and microbes). (RA: Section 4,5 of the RA 2020 standard).	✓	
BAS-REG-6		Agrochemicals use	Farmers use agrochemicals to respond to occurrences of pest or disease. Where possible applications are localized. Farmers work to reduce the amount of agrochemicals used. There is a priority on using low toxicity agrochemicals. Farmers apply nematicides only under specific circumstances after considering other options using Integrated Pest Management. Farmers comply with pesticide use according to RA Annex 7, reducing the use of highly hazardous pesticides, and reducing the use of fungicides and insecticides. Do Not Apply for Organic Certified Coffee	✓	
BAS-REG-7		Farmers are aware of the main diseases and pests that affect their farms	As per training or discussion with AAA Agronomists, farmers monitor the primary pests and diseases that can affect economic productivity on their coffee farms. Farmers can identify damage or symptoms originating from pests or common diseases on their farms and the natural predators of these pests.	✓	
BAS-REG-8		Use of herbicides	As per training or discussion with AAA Agronomists, farmers use herbicides as part of their Integrated Weed Management (IWM) plan. Farmers limit herbicide spot applications to aggressive / invasive weeds only, and eliminating herbicides from the RA Standard Risk Mitigation list Annex 7 Do Not Apply for Organic Certified Coffee	✓	
BAS-REG-9		SOIL CONSERVATION PRACTICES	Farmers implement a soil conservation program to prevent any erosion on their farm – basic.	Farmers participate in a soil erosion prevention and control program that minimizes risks and reduces current erosion. <ul style="list-style-type: none"> • Identification of the land affected by or susceptible to erosion based on soil properties and characteristics, climate conditions, topography and crop agricultural practices. • Soil conservation practices (planting cover crops, use of windbreaks, hillside canals, dead cover, terraces and contour planting). • *Implementing multiple soil conservation practices according to the slope of the farm. Farmers continue to monitor soil cover and loss, and adjusting soil conservation practices as needed 	✓

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BAS-REG-10	SOIL CONSERVATION PRACTICES	Farmers implement integrated weed management practices	Weeds are managed through practices such as selective weeding and the use of live cover crops, other vegetation and mulching. Mechanical weeding should be prioritized. Tillage is not used to control weeds. Slash and burn practices are not permitted. Judicious weed management activities are undertaken, especially during critical stages such as the establishment of a coffee plot.	✓	
BAS-REG-11	FARM MAP	Farmers have a map of their farms that identifies main infrastructures, working areas and environmental information	A map is an administrative tool that helps identify working areas in coffee production. It doesn't have to be topographically accurate or be to scale. The map can be a drawing that represents the farm. The map displays the coffee production areas. Conservation areas and infrastructures are also indicated on the map	✓	
BAS-REG-12	RENOVATION PLAN	Renewal of coffee farms to include young plants	Farm's renovation plan addresses variety, density, shade recommendations and renewal seasons. Farm implements replanting, grafting (renovation), or rehabilitation (rejuvenation).	✓	
BAS-REG-13	ECOSYSTEM PROTECTION	Conservation area at farm level	Farmers conserve ecosystem areas that are of special conservation interest on their farms, maintain buffer areas and promote restoration and biodiversity in these ecosystems. Farms have natural vegetation habitats and flowering strips that promote the conservation of natural enemies and pollinators. Farms have equivalent to the 5% of the area dedicated to natural vegetation (context specific)."	✓	
BAS-REG-14		Conservation areas that surround or are located close to farms	Farmers are informed about the areas or ecosystems that are of special conservation interest on or around their farms. Farmers must be aware of coordinated management plans with other producers or authorities. These include the protection of areas with a high conservation value (Key biodiversity areas, intact forest landscapes, Ramsar sites, national parks...).	✓	
BAS-REG-15	ENDANGERED SPECIES	Threatened or endangered species are given special consideration for farm production activities	Farmers protect threatened or endangered species by prohibiting hunting, collection, extraction and species-trafficking practices. Cultural or ethnic groups hunt or collect wildlife in a controlled way in areas designated for those purposes under the following conditions: <ul style="list-style-type: none"> • Cases of subsistence activity must be amply proven. • There are established laws that recognize the rights of these groups to hunt or collect wildlife. • Hunting and collection activities do not negatively impact ecological processes or functions that are important for agricultural and local ecosystem sustainability. • The long-term viability of species' populations is not affected. • Hunting and collection activities are not for commercial purposes. 	✓	
BAS-REG-16	INVASIVE SPECIES	No introduction of invasive species	Farmers do not intentionally introduce or release invasive species (*). (*) Rainforest Alliance definition: A plant or animal species or subspecies that is not native to a given place and whose presence or introduction in that place causes or is likely to cause economic harm, environmental damage or affect human health. For this standard, invasive species are included by the IUCN/SSC Invasive Species Specialist Group (ISSG) in its list titled 100 of the World's Worst Invasive Alien Species.13 Crop or livestock species are not considered invasive species.	✓	

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BAS-REG-17	TRANSGENIC CROPS	Farmers take measures to avoid introducing, cultivating or processing genetically modified (GMO) coffee crops	This criterion covers coffee crops within the farm boundaries and a genetically modified organism (*). (* Definition: An organism in which its genetic material has been altered in a way that does not occur naturally by mating and/or natural recombination.	✓	
BAS-REG-18	WATER CONSUMPTION	Conservation areas that surround or are located close to farms	Farmers using irrigation must employ mechanisms to precisely determine and demonstrate that the amount of irrigation water used is not wasteful or excessive. The water amount and the duration of its application are based on climate information, available soil moisture and soil properties and characteristics. The irrigation system must be well designed and maintained to avoid waste.	✓	
BAS-REG-19		Farmers use water responsibly during coffee processing	Farmers avoid wasting water and regulate their water consumption by responsibly using available technology and resources. These include water recirculation and reuse, maintenance of water distribution networks and minimization of water use. Recommended coffee processing practices keep water consumption below 20 liters of water per kilogram of dry parchment coffee. For example, water should not be used to transport cherry coffee or coffee pulp or for depulping. A good practice is to recycle the water used to sort coffee cherries and remove floaters from the classification tank (siphon).	✓	✓
BAS-REG-20		Farmers ensure that no polluting substances are discharged into the water	Farmers do not discharge polluting substances into water, either directly or indirectly. This includes wastewater, pesticides, wastes and fuels. Organic or inorganic solids must not be deposited into aquatic ecosystems. This includes solids such as domestic or industrial waste, rejected products, rubble, soil and stones from excavations, rubbish from cleaning the land and other materials.	✓	✓
BAS-REG-21	WATER CONTAMINATION	Farmers treat wastewater from coffee processing	Farmers treat wastewater from coffee processing	✓	✓
BAS-REG-22		There is a domestic wastewater treatment system at the farm level	Farmers implement domestic wastewater treatment. As a result, there is no contamination with domestic sewage to bodies of water.	✓	
BAS-REG-23	PROTECTION OF WATER SOURCES	Farms protect natural water sources	Farmers maintain existing riparian buffer adjacent to aquatic ecosystems	✓	
BAS-REG-24	WATER CONSUMPTION	Farmers keep records of water consumption (for farming and/or irrigation purposes)	Farmers measure water use for milling and irrigation operations. They keep this information logged and apply it to monitor and reduce their water use. Water consumption for milling should be measured every harvest at least once to ensure optimal use.	✓	✓
BAS-REG-25	FERTILIZATION	Fertilization is based on soil analysis.	Farmers have a fertilization plan, which includes the fertilizer's formula, type and dosage. The fertilization plan is based on soil analysis results. The farmers demonstrate their expertise on how to design a fertilization plan based on soil analysis results or recommendations from an expert.	✓	

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BAS-INC-1	PROTECTION OF PREGNANT WOMEN AND NEW MOTHERS	Farmers comply with all protection measures for pregnant women and new mothers.	<ul style="list-style-type: none"> In order to prevent unsafe exposure to hazardous chemicals and hazardous substances or unsafe tasks that involves long hours of standing, lifting weight, excessive exposure to the sun, all protective measures are taken for pregnant women and new mothers, as required by applicable laws. In cases where legal measures are inadequate, farmers take reasonable measures to ensure the safety and health of pregnant women and their unborn children. 	✓	✓
BAS-INC-2	BREASTFEEDING INFANTS	Female workers who are breastfeeding have regular breaks during working hours so that they can breastfeed their children and are provided a clean, secure and private space for this purpose.	A designated space is provided for mothers who need to breastfeed their baby or express breast milk during working hours. The designated space is clean, secure and private. Mothers get required breaks during work hours to feed the infant.	✓	✓
BAS-INC-3	WOMEN'S ATTENDANCE IN MEETINGS AND TRAINING SESSIONS	Meetings and training session facilitate the participation of women	This applies to female farmers who are members of the smallholder household unit and all female workers, including migrant workers. They have a fair and equal opportunity to take part in all information sessions, meetings, and training held at the farms or the wet mill. Women are given sufficient time to attend these meetings and training sessions, which are held in locations and times that facilitate women's participation and do not interfere with their usual activities.	✓	✓
BAS-INC-4	PROMOTING WOMEN IN THE WORKPLACE	Farms and wetmills promote female workers in the workplace	Women are promoted in the workplace while no discriminatory practices towards men are carried out. This includes job advertisements, job placement, equal opportunities in the workplace in terms of the type of tasks given to workers, payrate, training and capacity building.	✓	✓





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BAS-INC-5	AGROCHEMICALS: SAFE STORAGE	Safe practices for agrochemical storage and disposal	Agrochemicals (pesticides and fertilizers) storage and distribution areas must be designed, built and equipped to reduce the risks of accidents and negative impacts on human health and the environment. Safety standards, must be implemented and order must be maintained to reduce the possibility of accidents. Storage areas must be used for this purpose only. Food (human and animal) cannot be kept in these areas nor can the areas be used to raise animals, as offices or for the storage of fuels or flammable substances. All chemicals and hazardous substances are properly labeled and disposed of in a safe and legal manner. The AAA Agronomists are required to conduct periodic training sessions for farmers on the safety standards outlined. When applicable, farmers in turn, must ensure that their workers are adequately informed and adhere to the aforementioned safety standards.	✓	
BAS-INC-6		Restricted entry intervals and preharvest intervals	Pesticides are prepared and applied in accordance with the label and safety information. Restricted Entry Intervals (REI) and Pre-harvest Intervals are implemented. The AAA Agronomists are required to conduct periodic training sessions for farmers on the safety standards outlined. When applicable, farmers in turn, must ensure that their workers are adequately informed and adhere to the aforementioned safety standards.	✓	
BAS-INC-7	AGROCHEMICALS: ACCIDENT PREVENTION	Accidents related to the use of agrochemicals are prevented	<ul style="list-style-type: none"> All workers who apply, handle, transport or come into contact with agrochemicals or other chemical substances must be given general training on the safe use and handling of chemicals. All workers who apply, handle or have contact with agrochemicals, including those who wash clothes or equipment previously exposed to agrochemicals, must use personal protection equipment (PPE). PPE must be in good condition to reduce contact with agrochemicals and the possibility of severe or chronic intoxication. <p>The AAA Agronomists are required to conduct periodic training sessions for farmers on the safety standards outlined. When applicable, farmers in turn, must ensure that their workers are adequately informed and adhere to the aforementioned safety standards.</p>	✓	





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BAS-INC-8	RESTRICTED ACCESS TO WORKSHOP AND STORAGE AREAS	Access to storage areas, machines, equipment and tools is managed and restricted in accordance with the safety risk they may present.	<ul style="list-style-type: none"> Storage facilities have internal and external warning signs. They indicate the types of materials stored, the dangers they present and the precautionary measures that need to be taken in the area. All production machinery, equipment and tools are appropriately guarded. Safety instructions are either displayed or posted near all machinery or are readily accessible for workers in the language(s) spoken by workers. In cases where workers are illiterate, the instructions are communicated using pictograms. 	✓	✓
BAS-INC-9	USE OF SAFETY EQUIPMENT	Workers and farmers use protective equipment	Farms supply and ensure that workers are using the protective equipment necessary for operating machinery and using tools and other items that are considered dangerous. This is achieved through training and monitoring their use.	✓	✓
BAS-INC-10	WATER AVAILABILITY	Farmers provide workers with access to safe drinking water	<ul style="list-style-type: none"> Workers have a sufficient amount of water available for drinking, cooking and washing. Areas used to store, mix and distribute chemical substances should have a washing facility with running water. Safe Drinking Water: Water with the necessary quality so that humans can consume it without risk of immediate or long-term harm (RA Glossary) 	✓	✓
BAS-INC-11	SOURCES OF COSTS	Farmers are aware of the sources of their main costs	Farmers can identify the sources of their main costs without necessarily carrying out a in-depth cost analysis.	✓	
BAS-INC-12	INCOME RECORDS	Farmers consolidate their annual coffee income	Farmers keep coffee sale documents and consolidate their income from coffee.	✓	
BAS-INC-13	PRODUCTIVITY	Farmers are aware of their annual coffee production and productivity	Coffee sales receipts or production records are kept at least for one year to enable the analysis of overall farm production. Farmers can also keep production records.	✓	
BAS-INC-14	ACCESS TO SANITATION	Private sanitation facilities are available within a reasonable distance of the workplace	Workers are free to access facilities without any undue restrictions in terms of time and frequency.	✓	✓





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BAS-INC-15	WAGES AND CONTRACTS	Written employment contract	Permanent and temporary workers employed for more than three months have a written contract. Verbal contracts are acceptable only if they create a legally binding employment relationship. Workers must understand the conditions of the contract, explaining them clearly or in their language. Written consent is of course compliant and can be in the form of a thumbprint or signature. Contracts include: job duties, location, working hours pay rate, overtime pay rate, deductions, benefits, in kind payments, medical leave, social security and notice period.	✓	✓
BAS-INC-16	FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING	Workers have the right to freely organize and voluntarily negotiate their working conditions in a collective manner	Farmers recognize and respect the right of workers to freedom of association and collective bargaining in accordance with ILO Conventions 87 and 98 . Workers can freely form or be members of labor unions, carry out collective bargaining and organize for ideological, religious, political, economic, social, cultural or other purposes. Farmers will not retaliate or discriminate against workers who are attempting to form or are part of a labor union. Regular consultations between employers and authorized workers' representative concerning working conditions, remuneration, and dispute resolution, are taking place to ensure a fair, voluntary, and in good-faith collective bargaining. Even if the workers' representation does not exist, employers will consult with workers on matters affecting workers.	✓	✓
BAS-INC-17	GRIEVANCE MECHANISM IN THE FARM	Farms must establish a Grievance Mechanism accessible for workers	<p>Large farms must establish a formal Grievance Mechanism with access to their workers. The size of the large farm will be defined in the context of each country.</p> <p>A formal grievance mechanism includes:</p> <ul style="list-style-type: none"> • a fixed number of steps on how to register and process the grievance; • who is involved at each step; • what the time limits are at each step. <p>The grievance mechanism can be used confidentially and without fear of being retaliated against. It covers all areas of the working relationship, including due compensation, working hours, harassment and abuse</p> <p>At other farms, employers (farmers) shall have a procedure that allows a direct settlement of the grievance by the worker and the immediate supervisor and communicate it to the workers</p>	✓	✓
BAS-INC-18	LIST OF WORKERS	Farmers maintain a full list of workers that highlights protected workers	<p>The list should at least specify the name, position and place of origin of all workers and clearly specify protected workers such as pregnant, nursing women and young workers.</p> <p>For underage workers aged 15 to 18, records must be kept that contain the following information:</p> <ul style="list-style-type: none"> • First and last names • Date of birth • First and last names of parents or legal guardians • Young worker's place of origin (migrant status) • if the young workers are migrants, their local living arrangements • Place of origin and permanent residence • Type of work carried out on the farm • Specification of the number of hours assigned and worked • Start date • Salary received • Written employment authorization signed by parent or legal guardian 	✓	





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BAS-INC-19	MINIMUM WAGE	Workers have the right to receive a salary equal to or greater than the minimum wage	<ul style="list-style-type: none"> All workers receive no less than the legal minimum wage or the appropriate prevailing industry wage and all legally mandated benefits. Farmers respect legal specifications about in-kind payment. If the salary is negotiated via collective bargaining or another kind of agreement, workers must have access to this document during the hiring process. For remuneration based on production, quota or piecework, the established pay rate must allow workers to earn a minimum wage based on an eight-hour workday under average working conditions. Farmers pay the workers for their regular working hours, plus any overtime on premium rates as well as the legally mandated benefits. 	✓	✓
BAS-INC-20	RECRUITMENT OF RESIDENT AND MIGRANT WORKERS	All workers are recruited with full transparency regarding the terms, conditions, and recruitment process	If labor providers are used, Farmers must keep the full identification of them and be sure that are officially registered, comply with the applicable legal requirements. Not engage in fraudulent or coercive recruiting practices. Workers are not required to pay a fee to obtain employment at the farms.	✓	✓
BAS-INC-21	REGULAR WORKING HOURS	Regular working hours for workers in farms and, voluntary overtime hours as allowed by law	<ul style="list-style-type: none"> A work day does not exceed 12 hours. A regular work week without overtime does not exceed 48 hours. Total weekly work hours including overtime do not exceed 60 hours or the legal limit, whichever is lower. When not prohibited by current labor laws, working hours can reach up to a maximum of 60 work hours (48 normal hours plus 12 overtime hours) per week during an exceptional period, including peak work seasons or because of unforeseen circumstances for a maximum of 3 weeks. Overtime must be always voluntary. Pregnant, breastfeeding women and young workers are subject to special protection to regulate their working hours and the frequency and volume of work performed. 	✓	✓





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ADVANCED CRITERIA *

*Criteria in this section will evolve in due time





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ADV-QUA-1	DRYING METHODOLOGY	There is an established drying methodology in accordance with the status of the coffee	There is a clear drying methodology that depends on coffee status (humidity and ripeness). This methodology outlines the raking frequency and coffee layering at different stages to ensure optimal and consistent drying.	✓	✓
ADV-QUA-2	UNRIPE CHERRIES ARE SORTED	An additional system is established to sort unripe cherries when the standard is not met	There is an additional system to sort unripe cherries when too many are harvested. Unripe cherries can be removed manually by pickers, mechanically by a color sorter or during pulping. Ideally there should be less than 10 unripe cherries per liter.	✓	✓
ADV-QUA-3	QUALITY CONTROL - CRITICAL POINTS	Quality controls are in place to control critical points in the process	Quality controls are performed to control critical points that may affect quality or processing efficiency. Producer controls quality at all these points: Harvest, pulping, fermentation, washing, drying, storage.	✓	✓





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				FARM	WET MILL
ADV-REG-1	AGROCHEMICALS: APPLICATION RECORDS	The use of pesticides is recorded	Records include product, active ingredients, date of application, plot, dosage, name of applicators, target pest. Do Not Apply for Organic Certified Coffee	✓	
ADV-REG-2	AGROCHEMICALS: CONTAMINATION	Vegetative barriers	Farmers avoid agrochemical contamination of untreated areas, natural aquatic and terrestrial ecosystems implementing vegetative barriers or application zones. Do Not Apply for Organic Certified Coffee	✓	
ADV-REG-3	EMPTY CONTAINERS	Disposal of empty containers	Empty pesticide containers and application equipment are washed three times. Empty containers are perforated to prevent other uses returned to the supplier or official safe disposal systems. Prohibited and expired pesticides are returned to the supplier or official safe disposal systems.	✓	
ADV-REG-4	INTEGRATED PEST MANAGEMENT	Farmers prioritize non-chemical control methods	Priority is given to the use of physical, mechanical, cultural and biological control methods and the lowest possible use of agrochemicals. Do Not Apply for Organic Certified Coffee	✓	
ADV-REG-5	SOIL CONSERVATION PRACTICES	Conservation tillage is carried out	Farmers carry out minimum tillage of coffee plots, avoiding using a plow or turning the soil with mechanized production equipment	✓	
ADV-REG-6	WASTE MANAGEMENT	Integrated waste management activities must be in accordance with the types and amounts of waste generated	Farmers should ensure they do not bury or burn waste. Farmers have a basic waste management plan in place to ensure hygiene and overall farm management. Practices such as recycling should be encouraged. Integrated waste management activities must be in accordance with the types and amounts of waste generated. This includes solid and liquid wastes (coffee pulp, pulp waters and leachates for farms with wet processing or composting area).	✓	
ADV-REG-7	SHADE TREES PRUNING PROGRAM	Farmers carry out a shade trees pruning program	The shade pruning program maintains adequate coffee shade for the coffee plants	✓	
ADV-REG-8	ECOSYSTEM PROTECTION	Avoidance of human-wildlife conflicts	Producers minimize human-wildlife conflicts that affect workers, wildlife, crops or farm assets with locally appropriate mitigation measures. Measures can include infrastructure, fencing and corridors but should not unnecessarily restrict wildlife mobility, access to water or other resources. Workers are trained on procedures and emergency responses for crop damage and attacks by wildlife.	✓	
ADV-REG-9	REMNANT FOREST TREES	Remnant forest trees	Farmers maintain all remnant forest trees (*) and carry out maintenance of them. (*): Definition: Trees on the farm that were part of the original natural ecosystem have a high value for biodiversity. They are usually older and larger than other trees that have been planted and managed in the agricultural or agroforestry system.	✓	

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ADV-INC-1	ACCESS TO CHILDCARE FACILITIES	Farms facilitate female workers' access to suitable, convenient, affordable and safe childcare facilities	This includes the children of all workers, as well as children living on the farm and the children of migrant workers.	✓	✓
ADV-INC-2	CHILDREN AND YOUTH ACCESS TO EDUCATION	Children whose parents are involved in farm activities have access to formal or informal education	This includes children of workers living on the farm and children of migrant workers. The farm has mechanisms that guarantee access to education for all school-aged children linked to the farm.	✓	✓
ADV-INC-3	AWARENESS OF AND POSITIVE ATTITUDE TOWARDS GENDER EQUALITY	Farms and wet mills have delivered training to staff to boost gender awareness. on Farmers have participated in training on knowledge and skills related to gender equality and women's empowerment	<ul style="list-style-type: none"> The farm organizes specific training for all its staff and workers (both male and female) on gender equality, gender empowerment, equal access to education, violence against women and gender-based discrimination. Farmers attended training sessions on non-agricultural knowledge and skills related to gender equality and women's empowerment, such as gender norms, household decision-making, leadership skills for women, financial literacy and nutrition, facilitating a positive attitude towards gender equality 	✓	✓
ADV-INC-4	COOPERATIVE MEMBERSHIP GENDER EQUALITY	Female farmers who are part of the smallholder household unit are also cooperative members	Female farmers are also cooperative members. They can share their opinion freely and fully participate in meetings and other activities related to the cooperative.	✓	
ADV-INC-5	GENDER EQUALITY POLICIES	Farms and wet mills have established and are implementing functioning gender equality and safeguarding policies	These include written policies and procedures for the equitable division of labor, equal compensation for equal work, promotion and career advancement opportunities, access to information and training and other resources. This can also involve the appointment of a "women's representative" to advocate for women's interests and concerns.	✓	✓
ADV-INC-6	PROMOTING WOMEN'S LEADERSHIP	Women are equally represented at all farm and wet mill employment levels, including mid- and high-level management	Women are equally represented at all levels of the workplace. Leadership positions include elected leaders (board or committee members) and professional, hired managers (mid- and senior level). They are provided with the training and education they may need, such as leadership and communication skills.	✓	✓





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ADV-INC-7	SEPARATE LAUNDRY FOR WASHING CLOTHES USED WHEN HANDLING AGROCHEMICALS	Clothing used in the application of agrochemicals is washed in a separate area on the farm and is never washed in workers' houses	An area is available near the changerooms for washing clothing used when applying agrochemicals that is separate from the area available for washing the equipment used in this process. The transport of contaminated clothing from the shower area to the laundry also complies with safety measures.	✓	
ADV-INC-8	SHOWERS FOR PEOPLE WHO HANDLE AGROCHEMICALS	Showers and changerooms are available on the farm for all people who apply or come into contact with agrochemicals	There are policies and procedures that require the workers to shower and change clothes immediately after applying agrochemicals and at the end of the workday. A clean, secure and private space is available for workers on site.	✓	
ADV-INC-9	FIRST AID KIT AND BASIC HEALTH & SAFETY TRAINING	A First Aid Kit is permanently available on the farm	The first aid kits are located at the centre (easily accessible) of production, processing and maintenance sites. Group members and workers know where to go in case of an emergency. The AAA Agronomists are required to conduct periodic training sessions for farmers on the health & safety standards outlined. When applicable, farmers in turn, must ensure that their workers are adequately informed and adhere to the aforementioned health & safety standards.	✓	✓
ADV-INC-10	ECONOMIC ANALYSIS	Farmers record their annual coffee costs (bills). Farmers conduct an economic analysis of their farm	<ul style="list-style-type: none"> Farmers consolidate production costs and sales records. They analyze the information to make economic decisions Farmers follow productivity and labor performance indicators 	✓	
ADV-INC-11	ACCESS TO HOUSING / ACCOMMODATION	Workers and farmers have access to affordable and safe accommodation	<ul style="list-style-type: none"> Permanent and temporary accommodation for workers and farmers living on farms do not pose any risk to the workers/farmers and their families. These premises provide basic services such as lodging, electricity, water and sanitary facilities. They meet health, safety, and environmental standards including fire safety, sanitation, electrical, mechanical and structural regulations and are made of non-hazardous materials. In the absence of a kitchen service, facilities separate from housing are available for preparing and consuming meals and for washing kitchen utensils. There is one cooking facility for every ten people or every two families. 	✓	✓
ADV-INC-12	LEAVE AND CALCULATION OF ABSENCES	Workers enjoy at least 24 consecutive hours of rest following six consecutive days worked as well as public holidays and annual leave. Absences from work for reasons beyond the control of workers are not deducted from calculations concerning the length of their employment.	Workers enjoy at least 24 consecutive hours of rest following six consecutive days worked as well as public holidays and annual leave. Absences for reasons such as sick leave or periods during which workplace operations are suspended, are not counted as annual leave and are not deducted from calculations, concerning the length of service unless specified differently in national laws, regulations and procedures. If workers must work on a rest day, an alternative consecutive 24 hours must be provided within that same seven-day period or immediately following. For short-term seasonal work during peak activities (2-3 weeks), workers have the option to work more than seven days without a day off if they voluntarily agree with it, unless local law prohibits it. When the peak activity period exceeds 3 weeks, and the employer has control over the workers' schedule, the rest day provision must apply.	✓	✓

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ADV-INC-13	PAYROLL RECORDS	Farms keep complete payroll records and maintain updated job descriptions.	<p>This applies to farms with ten or more permanent workers that are either full or part time. These farms keep payroll records and maintain up-to-date job descriptions that are accessible for workers, documenting the following information:</p> <ul style="list-style-type: none"> Name of the workers, national identity card number and position. Job description and assigned salary for the position. Minimum salary established by the government for this type of activity. Weekly working hours as established by law for the type of position and job carried out and the number of hours assigned to each worker. Job requirements including training and special skills. Payment dates. Gross pay for normal hours and for overtime. Total pay (normal and overtime hours). Legal deductions and other deductions agreed on by the workers. Net pay. <p>All workers receive a detailed statement of the salary paid and any deductions made for each pay period.</p>	✓	✓
ADV-INC-14	TOWARDS A LIVING WAGE FOR WORKERS (EXCLUDING WORKERS ON SMALL FARMS)	Improvement of wages for workers on large farms	<ul style="list-style-type: none"> The total remuneration (wages plus monetary and in-kind benefits) for all types of workers (*) are assessed yearly against the Living Wage benchmark as approved by the Rainforest Alliance and in accordance with the Global Living Wage Coalition (GLWC). Farm management uses the Rainforest Alliance Salary Matrix Tool to accurately calculate workers' wages. (*) excluding workers on small farms. If the total remuneration is below the relevant benchmark for any type of worker, management will work in consultation with workers' representatives to implement a wage improvement plan to progress towards the applicable benchmark, including targets, actions, timeline and responsible people. As a minimum action, wages are adjusted yearly for inflation based on the national inflation rate. 	✓	





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PRE-REG - ORG - 1	PERMITTED SYNTHETIC SUBSTANCES AND BIOLOGICAL INPUTS	Farmers use permitted synthetic substances and biological inputs that are legally registered in the country and approved by the targeted organic regulations	<p>The following substances are not used on coffee crops:</p> <ul style="list-style-type: none"> Commercial organic substances not legally registered in the production country for commercial use. Commercial organic substances that are not approved by the targeted organic regulations. Please check the specific regulations for the specific organic certification. i.e. for the US regulations Also, other sources to confirm the permissible inputs. i.e. ap.ecocert.com/intrants 	✓	





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				FARM	WET MILL
BAS-QUA-ORG-1	HARVEST	Every worker is treated with respect and dignity	The harvested volume of the coffee to be certified must be in adequacy with the handling of the crops, the cultivated surfaces, and the varieties	✓	
BAS-QUA-ORG-2	CHERRY PROCESSING	By-products from processing activities	The production unit must install systems that allow water and waste products to be used and recycled, thereby avoiding waste and chemical or biological environmental contamination	✓	✓
BAS-QUA-ORG-3		Dry processing	Coffee should be dried in the sun, using patios, drying beds or other techniques that take advantage of solar energy. Dryers should be clean and in perfect condition so that the coffee is not contaminated. Plastics may not be used in the drying process.	✓	✓
BAS-QUA-ORG-4	QUALITY MANAGEMENT	Equipment is cleaned before processing organic coffee	The equipment and facilities used in the processing of organic coffee must be free from residues of non-organic products. This means that physical methods (e.g., sweeping, compressed air) and/or permitted sanitization products for use in processing of organic products must be used. In the case of equipment that cannot be fully sanitized, an initial amount of organic coffee sufficient to avoid any risk of contamination (for example, one 60 kg bag of green coffee) can be discarded and sold as conventional coffee.	✓	✓
BAS-QUA-ORG-5	TRANSPORT	Farmers protect employees from all forms of forced labor, including working under a regimen of imprisonment	The means of transportation used in order to transport organic coffee must be completely clean. Canvas, bags, or other means should be used in order to avoid contamination of the transported coffee. The organic coffee must be labelled as such.	✓	✓
BAS-QUA-ORG-6	STORAGE	Clear separation between organic coffee and other coffees	Organic coffee producers must establish an identification system that guarantees the clear separation of organic coffee from other coffees. The system must protect organic coffee at all times from mixing with conventional coffee.	✓	✓
BAS-QUA-ORG-7		Coffee storage conditions	Local storage areas or warehouses must be clean and free from prohibited substances. Platforms must be used to prevent the product from coming into direct contact with the floor or ground.	✓	✓
BAS-QUA-ORG-8		Pest control	Eliminate pest access in the facilities. The farmer can also use physical, mechanical and biological methods (ultrasound, traps, plant based repellents etc.) or permitted substances by the targeted regulations to eliminate pests.	✓	✓

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				FARM	WET MILL
BAS-REG-ORG-1	CONVERSION	Elaboration of the Organic Management Plan	<ul style="list-style-type: none"> The farmer has to have a well-defined plan for the conversion process (OMP). The plan has to be updated when necessary and includes all relevant aspects of the targeted organic regulations The plan has to include the history of the production unit, the current situation (crops, livestock, fertilizers, pest and disease management), a timeline that identifies the progress in the conversion period 	✓	
BAS-REG-ORG-2		Conversion period	During the conversion period, all rules of the targeted organic regulations shall be respected by the farmer.	✓	
BAS-REG-ORG-3	TRAININGS	Farmers received trainings on organic management and permitted substances	<ul style="list-style-type: none"> Farmers have received trainings on organic practices, regulations and substances that they can use. Farmers are aware and familiar with the different rules of the internal control system 	✓	
BAS-REG-ORG-4	NURSERIES AND SEEDS	Seeds and vegetative materials propagation	<ul style="list-style-type: none"> Seeds and vegetative materials either come from the farm or are obtained from external organic certified farm. The farmer uses organic techniques to manage seedbeds and nurseries 	✓	
BAS-REG-ORG-5	ORGANIC FERTILIZATION	Composting and the general use of nutrients and soil amendments	<ul style="list-style-type: none"> All organic inputs should be obtained from extensive or organic farms (in the case of animal manures), be from natural origin (for commercial corrective and mineral organic fertilizers) and their demand should not lead to deforestation (in the case of carbon). The farmers respect the clauses regarding compost elaboration of the targeted regulation(s) (Carbon/Nitrogen ratio, temperature, number of turns according to the type of compost) 	✓	
BAS-REG-ORG-6		Raw animal manures	<ul style="list-style-type: none"> The farmer does not exceed application of 170 kg N/ha/year of raw animal manure in his/her fields (CEE regulation) Raw animal manure must be applied at the latest, 90 days before harvesting the coffee (NOP regulation) If raw animal manure is used, the crop should not be intended for human consumption (NOP regulation) Externally sourced manure must come from organic-certified or extensive farms. 	✓	
BAS-REG-ORG-7		Composting of farm residues and the general use of nutrients and soil amendments	The farmers record on a regular basis data on the evolution of temperatures and humidity during the process of decomposition of the compost to maximize the nutritional quality of the final product	✓	
BAS-REG-ORG-8	IPM	Organic pesticide use	When farmers cannot protect their crops with practices such as tillage, practices that increase SOM, soil biodiversity and stability, fertility etc, they can use organic substances approved by the targeted regulations and justify its use.	✓	
BAS-REG-ORG-9		Farmers prioritize non-alternative chemical control methods	Priority is given to the use of physical, mechanical, cultural and biological control methods and the lowest possible use of alternative chemical controls. If alternative chemical methods are used, the farmer must respect the requirements of the targeted organic regulations.	✓	

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BAS-REG-ORG-10	PERMITTED ORGANIC PESTICIDES: CONTAMINATION	Vegetative barriers	Farmers avoid pesticide contamination of untreated areas, natural aquatic and terrestrial ecosystems implementing vegetative barriers or application zones	✓	
BAS-REG-ORG-11		Measures to prevent contamination from neighboring conventional farms	Measures are implemented around the production unit to avoid contamination risks from the neighboring non-organic plots. These include setting up perennial plant barriers, swales or maintaining a buffer zone	✓	
BAS-REG-ORG-12	PERMITTED ORGANIC PESTICIDES: APPLICATION RECORDS	The use of alternative chemical substances is recorded	<ul style="list-style-type: none"> • Records include the identification of the product or preparation, active ingredients (if commercial product), date of application, plot, dosage, name of applicators, target pest and justification. • Records on the purchase and sales of materials, inputs and products must contain at least: date, type, amount of material purchased or products sold. • The farmer must keep documents (invoices of purchases, sales etc.) and records on all the operations (management practices, processing, storage, commercialization) purchase or sales of material, inputs and products involved in the production of coffee. All records must be detailed and up-to-date. All documents and records must be kept for at least five years • If requested, must be submitted to the certifier or competent authority 	✓	
BAS-REG-ORG-13	SOIL CONSERVATION PRACTICES	Use of plastic	Plastics used to cover crops, soil covers, screens to protect plants from insects and hail, and nursery bags are permitted only if they are made of polyethylene, polypropylene or other polycarbonates. PVC is not permitted for the above-mentioned uses.	✓	

