



# LEAF Marque Global Standard

Draft Version 9.0, issued 01/10/10

The LEAF Marque scheme aims to give consumers confidence in the care farmers take to produce food and other products. It confirms that the product has been produced in an environmentally-responsible way

LEAF Marque farmers care for the future of

our environment

our wildlife

our countryside

## LEAF Marque Global Standard Effective from 1<sup>st</sup> January 2011 Version 9.0, issued 01/10/10

The following global standards are generic and apply to all sectors of agriculture and horticulture. The LEAF Marque standards will be regularly reviewed in collaboration with the following organisations, all of which are part of the technical advisory committee:

- The Royal Society for the Protection of Birds
- Department of environment, farming and rural affairs (Defra)
- Natural England (NE)
- Environment Agency
- PAI certification
- WWF
- Farming Wildlife Advisory Group (FWAG)
- NSF - CMI Certification Ltd
- Barfoots of Botley Ltd – Growers and importers
- National Britannia Certification Ltd
- United Kingdom Accreditation Service(UKAS)
- Leading animal welfare charity RSPCA Freedom Food
- Waitrose – UK retailer
- Crop Protection Association
- SAI Global
- University of Hertfordshire
- SFQC Ltd
- Business Link Kent

LEAF Marque is very grateful for their help in the continued development of the standard and in the advisory role that they play.

LEAF Marque standards will be regularly reviewed and the recommended questions may become mandatory. It should also be noted that as LEAF Marque is additional and complementary to other farm assurance schemes (including GLOBALGAP integrated standards, GLOBALGAP Option 2 and GLOBALGAP benchmarked schemes), there will inevitably be some duplication.

It is important that the LEAF Marque standards are applied to the whole farm, under the management of the member's business; this includes land that is let and land that is rented (standards apply to the business's areas of responsibilities).

A LEAF Marque certificate will cover the whole farm, including, sites and fields managed centrally and not be limited to defined crops or enterprises within the farming business.

Within the audit evidence the letters P, R and V indicate (P)hysical, (R)ecord and (V)erbal.

To qualify to use the LEAF Marque Logo the business must comply fully with all the Critical Failure Points (CFP) within this standard and only after inspection and certification by an authorised inspection and certification body that has issued the farm a certificate.

The current certification bodies and the countries where they operate are on the LEAF Marque website [www.leafmarque.com](http://www.leafmarque.com).

Inspections must take place annually, ideally at the same time as the foundation assurance schemes, or as a stand-alone audit.

This standard should be adopted in conjunction with the completion of the LEAF Audit and the "*Additional guidance notes for the LEAF Marque standard*". The LEAF website also contains useful information on how to adopt Integrated Farming and the membership rules for LEAF Marque certification.

Your certification body will have access to your LEAF Audit prior to the inspection taking place; this will be authorised by LEAF only when you have registered your LEAF Charity membership number with your certification body .

More information about LEAF Marque can be obtained from the website [www.leafmarque.com](http://www.leafmarque.com) or by contacting:

LEAF Marque Ltd  
Stoneleigh Park  
Warwickshire  
CV8 2LZ  
United Kingdom

Tel: 02476 413 911  
Fax: 02476 413 636  
E:mail: [info@leafmarque.com](mailto:info@leafmarque.com)

LEAF Marque assessment points and guidance notes

	assessment points	CFP – Critical Failure Point or N/A R - Recommended	LEAF Audit reference
<b>1 Organisation and Planning</b>			
1.1	<del>(Deleted 2006)</del>		
1.2	<p><b>Have you completed a full LEAF Audit?</b> You must complete a LEAF self-assessment Audit every year. You must have the performance profile and your targets for action; this can be printed from the LEAF Audit as well as a completion certificate for the Audit. Completing the LEAF Audit will enable you to review your farm against best practice and measure yourself against other audit users. The LEAF Audit is available online at <a href="http://www.leafaudit.org">www.leafaudit.org</a> <b>Evidence:</b> The certification body will have access to the LEAF Audit prior to inspection and be able to access compliance to LEAF Marque standards and inspect the targets for action. (R)</p>	CFP	
1.3	<p><b>Are you a certified full member of an appropriate assurance scheme for each enterprise on the farm? (if covered by a national assurance scheme and is appropriate in economic terms) Product supplied locally for local consumption may be exempt if the outcome of these activities is not detrimental to the farm as a whole.</b> Integrated Farm Management (IFM) is a whole farm policy. You must therefore have appropriate assurance for each enterprise on your holding. For example, if you have potatoes and cereals, you must be a member of the appropriate schemes for <u>both</u> enterprises, such as Assured Produce and Assured Combinable Crops or other schemes that are benchmarked as equivalent to GLOBALGAP. Where GLOBALGAP or equivalent is used, all growers must obtain certification and receive an annual audit. The LEAF Marque standard must be applied to all enterprises and land in the control of the farming business. Land and the crops grown on land that is rented to another farming business is not covered by the certificate that is held by the LEAF Marque certified farming business. However the Landlord (certificate holder) must adhere to the standard in their areas of responsibility on that land. Local is defined as within your community. <b>Evidence:</b> You will need to see membership certificates and you may be able to check membership register if access has been granted. As a guide the enterprise must be a commercial enterprise contributing to the farming business as a whole. Crops grown for family use are excluded. (R)</p>	CFP	1.7.2
1.4	<p><b>Do you have a Farm Environmental Policy?</b> The key to achieving sound environmental performance is about communicating to everyone involved in your business what you are trying to achieve. You must have a farm environmental policy that is communicated to all staff. It must be documented and form the basis for the farm's objectives and targets. The policy must</p> <ul style="list-style-type: none"> <li>• contain reference to IFM,</li> <li>• meet all regulatory and legislative requirements,</li> <li>• include references to :-             <ol style="list-style-type: none"> <li>1. Effective resource management through reducing and reusing waste; reducing raw material consumption;</li> <li>2. Eliminating or minimising appropriate polluting releases to the environment i.e. air, water, soil, including greenhouse gas mitigation;</li> <li>3. Optimising energy and water efficiency;</li> <li>4. Minimising adverse environmental effects.</li> </ol> </li> </ul>	CFP	1.2.1

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	<p>The policy must show commitment to continuous improvement and form the basis for the farm's objectives and targets.</p> <p>It must be relevant to the company's activities and be documented.</p> <p>It must also be integrated with the <b>Whole Farm Conservation Plan</b> and reference the use of the LEAF Audit.</p> <p><b>Evidence:</b> Check policy. (R)</p>		
1.5	<p><b>Have you a documented plan setting out your short and long-term environmental objectives?</b></p> <p>You must develop from your <b>Environmental Policy</b> a documented plan that sets out your short-term and long-term (1 to 5 years) environmental objectives.</p> <p>The plan must include aspects such as energy, water, pollution, GHG mitigation practices and other aspects of the business that impact on the environment. It must also include non-food enterprises that impact on the business.</p> <p>The LEAF Audit targets for action and performance profile can form the basis for this plan. It must also be integrated with the <b>Whole Farm Conservation Plan</b>.</p> <p><b>Evidence:</b> Check plan includes aspects such as energy, water, pollution and other aspects of the business that impact on the environment. The LEAF Audit performance profile with a comprehensive set of targets for action for each section would be sufficient. (R)</p>	CFP	1.2.2
1.6	<p><b>As part of the plan, are targets set to improve and enhance the environment?</b></p> <p>You must set targets, with a timescale, to improve and enhance the environment. This must include a link to your <b>Whole Farm Conservation Plan</b>, but must also include targets on water, soil, air, greenhouse gases and energy use. The targets must be measurable and linked to monitoring when appropriate.</p> <p><b>Evidence:</b> Check plan for environmental targets on water, soil, air and energy use. There must be reference to the <b>Whole Farm Conservation Plan</b>. The LEAF Audit and performance profile and action plan can form the basis for this plan. Check for evidence that the business has considered all aspects of the environment.(R)</p>	CFP	1.2.3
1.7	<p><b>Is there an annual review and update of the farm's environmental policy and plan?</b></p> <p>You must review your environmental policy and plan to ensure that it is relevant and being implemented. This must be every year and a record must be kept of this review. Following the review any amendments must be made and highlighted.</p> <p><b>Evidence:</b> Check for record of review and any necessary update. The LEAF Audit and performance profile must be used as an aid to the review. Check implementation of plan. (R)</p>	CFP	1.2.4
1.8	<p><b>Is the Farm Environmental Policy signed and understood by permanent members of staff?</b></p> <p>You must ensure that staff have received and understood the Environmental Policy and plan and asked them to sign / mark to this effect. The policy must be displayed for everyone to read and where staff induction training takes place, be part of it.</p> <p><b>Evidence:</b> Check record of staff signing / marking the policy. This only applies to key staff in the operation, but the policy must be displayed for all staff to see. Ask staff to check understanding. (R) (V)</p>	CFP	1.2.5
1.9	<p><b>Have you communicated your environmental policy to your suppliers and contractors?</b></p> <p>You must communicate the environmental policy to key suppliers and contractors who are directly involved in the farming business, especially where they have an impact on the business's environmental performance. They must be made aware of its content and their responsibility to help achieve its aims and objectives.</p> <p><b>Evidence:</b> Check that policy has been communicated to suppliers and contractors. i.e. copy letters, meetings minutes etc. (R)</p>	CFP	1.2.6

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1.10	<p><b>Can you demonstrate any evidence of regular communication and participation with local community initiatives planned or under way to communicate a balanced and positive approach to farming?</b></p> <p>It is very important to promote and inform interested parties of activities on the farm, and encourage feedback on how your business is perceived and what LEAF Marque and integrated farming means for consumers. This can be beneficial to the business, the industry and provide excellent Public Relations. You must on an annual basis have some mechanism to do this, such as open days, farm walks or participate with local community initiatives. If you have public access to the farm on public rights of way, the erection of information boards is one way of informing people of your activities. Websites and other means of communication can be used, such as writing in the local parish / community newsletter. Visit the LEAF website (<a href="http://www.leafuk.org/leaf/farmers/speakout/leafboards.aspx">http://www.leafuk.org/leaf/farmers/speakout/leafboards.aspx</a>) for information on the <i>All on board</i> project. Where biosecurity issues exist farmers can give talks at schools or other community facilities. With integrated farming communities it is sufficient if they are kept informed about activities through existing communication methods.</p> <p><b>Evidence:</b> A farm walk with communities, conservation work with volunteers... Evidence of feedback from interested parties. The use of LEAF's <i>Speak Out</i> communication toolkit to improve communication skills and help you get your message across is advised (LEAF footpath notice boards and visitors books will show evidence of communication). The use of a website. (V) (R)</p>	CFP	8.3.2
1.11	(Deleted 2010)		
1.12	<p><b>Do you clearly identify market outlets and requirements for your produce prior to production, and integrate this within your enterprise planning process?</b></p> <p>Understanding and delivery of your customers' requirements is essential. Customers' requirements in terms of quality and quantity and environmental considerations should be documented, and you need to show how you intend to meet these requirements through your production plan. This will help to reduce overproduction and waste in the food chain and help towards a more viable business. With LEAF Producer Groups this can be completed as a group function.</p> <p><b>Evidence:</b> Records to show customer requirements are incorporated into production. Customer contracts or sales plans can be good evidence.(R)</p>	CFP	1.7.1
1.13	<p><b>Is there a record of all received complaints, and documentary evidence of appropriate actions?</b></p> <p>You must record all complaints from external customers and stakeholders i.e. neighbours and the general public. Ensure that complaints and actions taken are recorded and communicated to the relevant people.</p> <p><b>Evidence:</b> Check records for complaints and action taken. (R)</p>	CFP	1.7.7
1.14	<p><b>Have you completed and or updated the LEAF Marque Warranty Chain Agreement for the current year?</b></p> <p>You must complete the LEAF Marque Warranty Chain Agreement on an annual basis and update during the year if there are any changes. You must enter all products grown. Only products that carry or is destined to carry the LEAF Marque logo need to be entered in the products you sell section. If there is uncertainty then you must enter the product and its destination.</p> <p>This is available on the LEAF web site (<a href="http://www.leafmarque.com">www.leafmarque.com</a>); a printable copy should be retained.</p> <p><b>Evidence:</b> Check copy of Warranty Chain Agreement or shown online completion, check date of last update. Check 'Products You Sell' customer information on agreement to identify where the logo has been applied and in packhouse if appropriate. (R).</p>	CFP	1.7.8
1.15	<p><b>Is all produce registered in the Warranty Chain Agreement, in the products you sell or are despatched from the farm, intentionally segregated and identifiable to the end customer as LEAF Marque certified and show the LEAF Marque certificate Number?</b></p> <p>You should identify all produce as LEAF Marque certified to enable proper traceability and identification of LEAF Marque produce. You should also include your LEAF Marque certificate number. This allows your customers to confirm they are purchasing certified product from certified farms, improve the traceability of the product and allow customers to check your current status. The information may be on the header or footer of the invoice and need not be on the item or product line. This assessment point applies to growers once they are certified and should be implemented immediately certification is confirmed. With LEAF Producer Groups this</p>	R	

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	can be completed as a group function. <b>Evidence:</b> Check despatch notes and invoices for LEAF Marque identification and certificate number against the Warranty Chain Agreement. This assessment point will not apply for the first visit .(R)		
1.16	<b>(New 2010) Do you give regular training or awareness events to permanent staff on the principles and practices of Integrated Farm Management?</b> There are many comprehensive benefits that result from staff training e.g. increased job satisfaction and motivation. This should be done on a regular basis and at least annually. Regular team meetings can be useful to discuss with members of staff IFM principles and practices employed on farm and identify with them opportunities for improvement. <b>Evidence:</b> Check permanent farm staff record of training and individual staff members attendance and any discussion or improvements that have arisen from the training. (R) (V)	R	1.5.2
1.17	<b>(New 2010) Have you completed a carbon budget for the farm business?</b> A carbon budget is an inventory of the balance between the processes releasing carbon into the atmosphere roughly balanced by processes that remove carbon and store it in the soil and vegetation. <b>Evidence:</b> Check the carbon budget document. (R)	R	1.1.19
1.18	<b>(New 2010) Have you completed the 'LEAF farm additional data' section of your 'My Profile' of myLEAF?</b> You must complete this section and print off a copy and keep it on file. This needs to be kept up to date with details about your farm(s) and what you grow. Once you have updated or completed your details, you won't need to do it again for all other LEAF services i.e. LEAF Audit, Green Box, LEAF Marque. The information you give us will help us to provide you with relevant information for your farm business as well as communicate about the increasing number of farmers practising Integrated Farm Management and becoming LEAF Marque accredited and the range of products available carrying the LEAF Marque logo. <b>Evidence:</b> Check the printed copy of the farm data and see it is up to date. (P) (V)	CFP	1.3.4
<b>2 Soil Management and Fertility</b>			
2.1	<b>Are you, or do you use, a qualified agronomist for your crop nutrition advice?</b> The proper use of crop nutrients is vital for economic and environmental reasons, and receiving relevant advice for your situation is essential. The person must be qualified, and must be able to demonstrate continual training by courses, literature, trade fairs etc.  <b>Evidence:</b> Check that advice is taken from a FACTS-qualified agronomist in the UK or equivalent. Evidence must be held to show professional development i.e. training records of advisor or staff. The recommended <u>minimum</u> amount of training or professional development is 4 hours per year. (R)	CFP	2.4.1
2.2	<b>Do you have a Nutrient Management Plan and is this integrated with the Manure Management Plan?</b> To ensure that nutrients are optimised for crop performance and minimise environmental impact you must have in place a <b>Nutrient Management Plan</b> . This must also integrate with your <b>Manure Management Plan</b> for animal manure / slurry and other organic fertilisers e.g. treated sewage sludge and compost if applicable. The plan must include calculations of likely crop requirements and take account of available nutrients from soil, organic manures, composts and crop residues. To avoid nitrate-leaching, aim to establish the next crop as early as possible after cultivation. In areas with high rainfall / wet seasons aim for cover crop planting on spare land to trap nitrates released in the wet season. Grass should be reseeded with the minimum amount of soil disturbance. Consult the IFM Handbook for further details. The plan must be reviewed and updated every year AND show: (a) Emphasis on Efficiency (b) Emphasis on Reducing Use <b>Evidence:</b> Check plan for relevance and adherence and that it takes account of NPK and minor nutrient applications. The plan must have a review date that must be recorded along with dates for the completed actions. (R)	CFP	2.4.3
2.3	<b>Do you use soil-mapping techniques?</b> Soil mapping is a process that involves identifying and recording the soil types across the farm and the associated inherent risk factors such as slope and flooding. This	CFP Or N/A	2.1.1

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	<p>helps identify areas prone to compaction, slumping, erosion, run-off, leaching. Responses must be developed to the identified risks. You must record this assessment using such techniques as mapping and / or written <b>Soil Management Plans</b>. Communicate areas of risk to staff and contractors to enable them to carry out operations appropriately. Consult the IFM Handbook for further details. Soil Management Plans are an important part of the LEAF Audit.</p> <p><b>Evidence:</b> Check different soil types are identified; also areas prone to compaction, slumping, erosion, runoff and leaching, must be noted. Check that appropriate operations have been used and for evidence of the Soil Management Plan as part of the LEAF Audit. In some circumstances where soil is not used this may be N/A and must be justified by the grower. (V) (R)</p>		
2.4	<p><b>Do you adopt a general policy to conserve and build up soil organic matter?</b></p> <p>Organic matter content is important for soil stability to reduce soil erosion, improve water use efficiency and help maintain good structure. You should have a policy to incorporate crop residues where appropriate, and use organic materials where available, use of cover crops, use of natural plant mulches and minimum tillage.</p> <p><b>Evidence:</b> Measures include incorporation of crop residues and efficient utilisation of other organic materials, where available. Evidence of written policy. In some circumstances where soil is not used this may be N/A and must be justified by the grower. (V) (R)</p>	CFP Or N/A	2.2.2
2.5	<p><b>Are you aware of soils and crops prone to trace element deficiencies?</b></p> <p>You must be aware of crops that are prone to trace element deficiencies, where applicable through analysis of plant and soil tissue. Soil / plant tissue analysis is only a guidance tool.</p> <p><b>Evidence:</b> Check leaf / soil analysis, depending on which is appropriate. Keep written records of visible crop or livestock symptoms, for example in a crop diary. (V) (R)</p>	CFP	2.4.4
2.6	<p><b>Do you take steps to estimate soil nitrogen supply to the growing crop?</b></p> <p>You should be able demonstrate that optimal amounts of nitrogen are used, taking account of soil reserves and crop residues, to help reduce the risk of leaching. The Defra Fertiliser Recommendations (RB209 2000 8<sup>th</sup> edition <a href="http://www.defra.gov.uk/foodfarm/landmanage/land-soil/nutrient/documents/rb209-rev-100609.pdf">http://www.defra.gov.uk/foodfarm/landmanage/land-soil/nutrient/documents/rb209-rev-100609.pdf</a> or equivalent system) are a good guide. Greater certainty may be obtained if you measure soil mineral nitrogen and or crop tissue nitrogen. Reference to your <b>Nutrient</b> and <b>Manure Management Plans</b> would be useful.</p> <p><b>Evidence:</b> Measurement of soil mineral nitrogen is best practice but records of estimated nitrogen supply are sufficient. (R)</p>	R	2.6.1
2.7	<p><b>Do you have a long-term cropping plan / cycle?</b></p> <p>Crop rotation is probably the most effective indirect means of managing soil fertility for optimal plant growth. You must plan your cropping and your intentions for three years in advance on a rolling basis. (Refer to IFM Handbook Crop Rotation.) You must be able to justify your rotations and cropping cycle by asking the question: is it sustainable both economically and environmentally? The cropping plan / cycle must be reviewed annually.</p> <p><b>Evidence:</b> Refer to crop rotation plan / cycle. This plan will identify annual cropping for current year and the intentions for the future (ideally <b>three</b> years). Ask the grower to justify the rotation / cycle. (R) (V)</p>	CFP	3.2.2
2.8	<p><b>Are field conditions assessed prior to operations being carried out to ensure timeliness, correct conditions and the most appropriate equipment and techniques are used?</b></p> <p>Appropriate cultivations and timing of operations are essential to maintaining soil structure; you should assess field conditions prior to cultivation using a spade or digging soil inspection pits. (Refer to IFM Handbook, cultivation techniques).</p> <p><b>Evidence:</b> Ask about decision process and check soil map (review) for risk areas. Growers must be able to justify or demonstrate cultivations have minimum impact and demonstrate any steps taken to reduce adverse impact. Check for visual evidence. (V) (P)</p>	CFP	2.1.8
2.9	<p><b>Do you record all cultivations and field operations?</b></p> <p>To carefully assess your crops' performance and be able to improve future performance you should keep accurate field records of all operations and applications either by crop type or field. Grouping of fields is allowed and you may wish to record the exceptions to a documented plan.</p> <p><b>Evidence:</b> Checking field records can be very onerous on large farms with small</p>	R	2.3.10

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	fields so grouping may occur and is acceptable. Exceptions to a documented plan will be acceptable. (R)		
2.10	<p><b>Do you record inorganic and organic fertiliser applications?</b></p> <p>You must keep records of both inorganic and organic fertiliser applications on a field basis, to confirm that your <b>Nutrient Management Plan</b> has been followed.</p> <p><b>Evidence:</b> Field records must show evidence that all nutrient applications have been applied at the correct rate, timing and placed accurately. Ask about applications in the field with operators and find evidence of records with operators. (R)</p>	CFP	2.6.3
2.11	<p><b>Are your operators / contractors trained in accurate application techniques of nutrients?</b></p> <p>To ensure that nutrients are applied correctly with protection to the environment, you must be able to demonstrate appropriate training of operators and contractors, including the appropriate understanding and awareness of environmentally-sensitive areas on the farm.</p> <p><b>Evidence:</b> Check training records. For hand applications, check methodology used for fertigation, check management understanding of risk of nutrient leaching and any runoff. Internal training and experience is acceptable but must be recorded. (R)</p>	CFP	2.4.2
2.12	<b>(Deleted 2005)</b>		
2.13	<p><b>(New 2010) Do you measure your nitrogen efficiency per tonne of crop?</b></p> <p>Effective nutrient management for crops and livestock is an essential activity on all farms. Good nutrient management planning can bring a number of important benefits: minimising emissions of greenhouse gases from nitrogen (N) inputs, reducing the incidence of diffuse water pollution, and helping farmers save money through optimising productivity.</p> <p>The amount of synthetic N applied to the total crop divided by the total production, this information can be taken from farm management software or from nutrient planning tools e.g. Planet <a href="http://www.planet4farmers.co.uk">www.planet4farmers.co.uk</a> based on RB209 (latest edition).</p> <p><b>Evidence:</b> Check measurements are being made and they have been uploaded to LEAF. (R)</p>	R	2.4.12
<b>3 Crop Health and Protection</b>			
3.1	<p><b>Do you have a planned and documented Crop Protection Policy that is reviewed annually?</b></p> <p>Good crop protection practice is based on understanding the interactions of processes and using this understanding to aid crop protection. To enable clear direction and communicate your intentions you must develop a <b>Crop Protection Policy</b>. (Refer to the IFM Handbook for full explanation) Integrated Farm Management (IFM) must be a core theme of the policy and incorporate Integrated Pest Management (IPM).</p> <p><b>Evidence: Crop Protection policy</b> must include:</p> <ul style="list-style-type: none"> <li>▪ selection of varieties resistant to pest and diseases,</li> <li>▪ cultivations,</li> <li>▪ product selection,</li> <li>▪ appropriate dose rate,</li> <li>▪ a resistance management strategy</li> <li>▪ selection of pesticides to reduce any effects on beneficial species, where appropriate.</li> <li>▪ review dates that are signed off by permanent staff. (R)</li> </ul>	CFP	3.1.1
3.2	<p><b>Do you have strategies to avoid pest resistance to herbicides, fungicides, and insecticides?</b></p> <p>You must have a strategy to avoid pest resistance to herbicides, fungicides, and insecticides. This must be stated in your <b>Crop Protection Policy</b> and followed through to your control strategies.</p> <p><b>Evidence:</b> Audit evidence will be found in the <b>Crop Protection Policy</b>. Crop protection records can be checked to see if known strategies have been used. (R)</p>	CFP	3.1.8
3.3	<p><b>Where crop protection chemicals will be used, do you have a system for monitoring and recording pests (including vertebrate), disease, weed levels and beneficial predatory insects?</b></p> <p>To enable decisions to be made on the use of pesticides and to minimise their use you must have a system to monitor and record pest levels and thresholds. This information should be used in the decision process (refer to IFM Handbook).</p> <p><b>Evidence:</b> An agronomist or member of staff on a regular basis can carry this out. The use of thresholds e.g. for potato blight, record weather, threshold warnings etc</p>	CFP	3.1.4

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	e.g. pheromone moth traps for apples, peas etc. (R)		
3.4	<p><b>Do you record the justification of use for crop protection practices?</b> Before carrying out crop protection operations a process of justifying your decision must be implemented and recorded. Such tools as decision support systems, monitoring crops and other techniques can be used.</p> <p><b>Evidence:</b> Records of justification with spray records or monitoring records. Use of decision support systems, advice tools and other precision farming techniques. (R)</p>	CFP	3.4.2
3.5	<p><b>Are you / your staff or contractors trained in the identification of pest, disease and crop disorders?</b></p> <p>The need to gather information about crops is essential with regard to pest and disease control. You may have a BASIS registered agronomist but you or your staff should have training on the identification of pests, diseases and crop disorders thus allowing greater knowledge to allow you to make decisions on pesticides.</p> <p><b>Evidence:</b> Check training records. An agronomist when walking the farm may train staff. (R) (V)</p>	R	3.6.4
3.6	<p><b>Do you consider the environmental impact of all crop protection practices, including chemical, mechanical and cultural means?</b></p> <p>When making decisions on crop protection practices such as chemical, mechanical and cultural you must consider the environmental impact of the decision; this should include water, soil, air and biodiversity. You must record your justification. The LEAF Audit and IFM Handbook will help to guide you through ways of reducing your environmental impact. Speak with your agronomist and suppliers of crop protection products to seek their advice.</p> <p><b>Evidence:</b> This must be considered in the <b>Crop Protection Policy</b>. Records of justification with spray records or monitoring records. Use of decision support systems, advice tools and other precision farming techniques. Justification of the proposed pest and disease programme can be recorded at the planning stage prior to the growing season. Any deviation must be considered and recorded. Environmental Information Sheets (EIS) are available from <a href="http://www.voluntaryinitiative.org.uk/">http://www.voluntaryinitiative.org.uk/</a>. (V) (R)</p>	CFP	3.1.5
3.7	<p><b>Do you use the appropriate rate of pesticide, after growing conditions, infestation levels and pesticide type have been taken into consideration?</b></p> <p>When applying pesticides you must use the appropriate rate and timing based on growing conditions, infestation levels and pesticide type. In some circumstances reduced rates and extended timings can be appropriate. Care must be given to the build up of resistance to chemicals.</p> <p><b>Evidence:</b> Check monitoring, recommendation and spray records for evidence of appropriate dosing. The use of adjuvants (modifying agents) sometimes enables the use of reduced rates, where possible, and low volume spraying on some crops, but only within the statutory regulations (R) (V)</p>	CFP	3.1.7
3.8	<p><b>Are steps taken to minimise damage to beneficial organisms and wildlife? These must be recorded.</b></p> <p>You must take steps to minimise damage to beneficial organisms and wildlife. These can be a number of practices combined to reduce the environmental impact of farming operations.</p> <p><b>Evidence:</b> Such evidence as selective products, evidence of predators, buffer zones, minimal cultivations and evidence of use of Environmental Information Sheets (EIS). (R) (P)</p>	CFP	3.1.6
3.9	<p><b>Do you have a documented procedure to ensure that harvest intervals are observed?</b></p> <p>Harvest intervals must be observed when using crop protection products. There must be a written procedure to enable all staff to ensure that pesticides are not applied too close to harvest and that harvest does not take place within the harvest interval.</p> <p><b>Evidence:</b> Check procedures in place and adhered to by operatives. This must identify proposed harvest date and the first permissible harvest date after pesticide application. (R)</p>	CFP	3.2.4
3.10	<p><b>Do you take precautions to ensure pesticide use is limited to the area in which it is required?</b></p> <p>Precautions must be taken to ensure pesticide use is limited to the area in which it is required by adopting techniques such as precision farming, good planning, using low drift techniques and other innovative ways. Care must be taken adjacent to residential and business properties; this may include a six metre unsprayed strip.</p>	CFP	3.4.3

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	<p><b>Evidence:</b> Methods include:</p> <ul style="list-style-type: none"> <li>• planning,</li> <li>• precision farming techniques,</li> <li>• accurate applications,</li> <li>• correct spraying conditions,</li> <li>• low drift techniques,</li> <li>• choice of sprayer,</li> <li>• choice of spray nozzle</li> <li>• buffer strips or unsprayed strips of six metres adjacent to residential and business properties. (R) (P)</li> </ul>		
3.11	<p><b>Wherever chemical mixing occurs, does the site give protection to the environment and water?</b></p> <p>Fill sprayers on yards where run-off is unlikely to enter watercourses, or is contained for subsequent disposal. Do not mix directly on very permeable soils in areas where groundwater needs protection. Refer to the publication <i>Solutions for pesticide handling and disposal of spray washings</i> obtainable from the LEAF Marque web site <a href="http://www.leafmarque.com">www.leafmarque.com</a></p> <p><b>Evidence:</b> Check the mixing area takes into account yard drains, slope and proximity to watercourses or very permeable ground in groundwater protection zones. (P)</p>	CFP	3.7.18
3.12	<b>(Deleted 2006)</b>		
3.13	<p><b>Do you have a documented procedure and notification process, displayed to alert relevant staff and or authorities, for dealing with spillages damaging to the environment?</b></p> <p>You must have a documented procedure on display that informs staff and visitors of whom to alert and notify and what action to take in an event of a spillage that is hazardous to people, animals and the environment.</p> <p>The procedure must be easily understood and follow a logical sequence based on the nature of the spillage. It must also contain all the contact details and phone numbers of the relevant staff and or authorities that should be notified.</p> <p><b>Evidence:</b> Evidence of procedure, with relevant contact details for the staff and or authorities, and what immediate action should be taken. Speak to staff to ask if they know of the existence of the procedure. The procedure should be reviewed at least annually and contact details must be amended when appropriate. (R) (V)</p>	CFP	3.7.20
3.14	<p><b>Do you use an agronomist, who is trained appropriately, for your crop protection advice?</b></p> <p>The proper use of crop protection treatments is vital for economic and environmental reasons, receiving relevant advice for your situation is essential; this must be taken from an agronomist with recognised training.</p> <p><b>Evidence:</b> Record of training certificates plus any information that refers to updated training being sourced agronomists may be employed by the business. In the UK <b>BASIS</b> Certificate in Crop Protection and on the <b>BASIS</b> Professional register are appropriate. Records of attendance at conferences, training days, manufactures technical training and other events aimed at updating on crop protection.</p>	CFP	3.1.3
3.15	<p><b>Are all operators and managers trained and do they participate in continuous professional development in the proper use of pesticides with regular updates at appropriate intervals?</b></p> <p>Managers and operators must be trained and updated in the proper use of pesticides and related environmental issues. Regular updates from agronomists, publications and current research and development are essential to continually improve pesticide safety.</p> <p><b>Evidence:</b> Check training records. The National Register of Spray Operators (NRoSO) exists in the UK to enable users to show continuous professional development (CPD), in Scotland the SQC scheme is acceptable. Operators should aim to achieve 3 hours or more of training annually this is a guide and should be proportionate depending on farm size and pesticide usage. (R)</p>	CFP	3.7.2
3.16	<p><b>Do you have test certificates for your sprayers from a nationally- recognised scheme or carry out appropriate maintenance and calibration to ensure safe and reliable operation?</b></p> <p>Where a national scheme is available you must have current certificates completed by a qualified centre and is applicable to tractor mounted / drawn or self-propelled sprayers. If a scheme or testing centre is not available, then appropriate maintenance and calibration must be carried out on a routine basis related to the</p>	CFP	3.7.5

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	amount and frequency of use. Records must be kept. New sprayers should have a manufacturer's certificate when purchased and where one is not available should be tested prior to use. <b>Evidence:</b> Check test certificates and or records of maintenance and calibration. Monthly calibration for sprayers that are used weekly is appropriate. (R)		
3.17	<b>Do you record all pesticide applications?</b> You must record all pesticide applications including the crop type, location, date, product trade name, active ingredient, operator name, and product quantity. <b>Evidence:</b> Check records of pesticide applications and that the above are recorded. All operators within the spray team should also be recorded either on the spray record or as a separate record. (R)	CFP	1.3.3
3.18	<b>Do you store plant protection products securely giving protection to the environment and people?</b> Plant protection products must be stored in accordance with the UK HSE's <i>Guidance on storing pesticides for farmers and other professional users</i> (AIS No. 16) or GLOBALGAP Guidelines. <b>Evidence:</b> Check store against AIS No.16 and check GLOBALGAP Guidelines. (P)	CFP	3.7.15
3.19	<b>Do you only use and store plant protection products that have approval?</b> All the plant protection products in your store must have current approval for use and storage in the country where it is used. <b>Evidence:</b> Check stores and records. Note: in certain countries it may be necessary for the farm to use Extrapolated Uses from another country. The pesticide itself must already have another legal usage in the country in which it is used. Full justification for any extrapolations must be present, in line with GLOBALGAP requirements. (P)	CFP	3.7.7
3.20	<b>Do you use pesticides at the correct rate, timing, etc for safe use?</b> You must ensure that all pesticide applications comply with the statutory conditions regarding the specific crop, maximum permitted total dose, maximum number of treatments and latest time of application as indicated on the product label or by authorised extension of use (e.g. by a <i>specific off-label approval</i> ). <b>Evidence:</b> Check records. In certain countries the label harvest interval for the crop in question may be inappropriate to fit with the current MRL for the commodity when exported into Europe. In that situation the farm may be using a longer harvest interval; this often being advised on a case-by-case basis by the technical staff of the company importing the crop into Europe. (P)	CFP	3.7.7
3.21	<b>Do you take adequate precautions to protect neighbouring businesses and the public from spraying activities?</b> Bystander exposure adjacent to residential properties should be reduced by the introduction of a 6-metre no-spray buffer strip. You can either create a non-cropped area or achieve the no-spray zone by switching off your 6-metre section of your boom sprayer. With other types of sprayers such as Orchard sprayers, drift can be reduced by careful directional spraying into the crop and turning off the sprayer well before it comes out of the orchard alley. The 6 metres will include the two metres of margin that you may have for 6.11. Where small fields exist next to residential properties 6 metre no-spray zones may be inappropriate. In these fields due care and attention must be exercised and practices that reduce drift should be employed. <b>Evidence:</b> Check operator instructions, headland to see lack of pest control or evidence of buffer strip. Where hand held-equipment is used with larger droplet sizes, better control of spray drift is likely. In these situations a buffer zone of less than 6 metres may be appropriate. Check for or ask about what precautions are taken specific to the farm. (P) (R)	R	3.7.22
<b>4 Pollution Control and By-Product Management</b>			
4.1	<b>Have professional advisors been involved or their advice sought in the assessment and planning of pollution control strategies?</b> For many farmers specialist advice is the best way of identifying what waste, by-products and pollution control issues exist on farm, and appropriate ways in which these may be addressed, and incorporated into your farm operations. You are advised to seek outside assistance from a suitable trained and qualified person. However where internal expertise exists, this will be acceptable, but needs to be justified. <b>Evidence:</b> Evidence of written advice and control measures in place. The level of sophistication and requirement will depend on the farm size and complexity of the production. (R)	R	4.2.3

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4.2	<p><b>Have you completed a waste minimisation process on the farm?</b></p> <p>All farms produce some waste and by-products. Some such as slurries and manures can be recycled on the farm. Others need to be taken off-farm for disposal. By minimising the quantities of waste and by-products produced, you can save money on storage, handling, and disposal.</p> <p>You should identify waste minimisation opportunities, which could include:-</p> <ul style="list-style-type: none"> <li>• Reducing the quantity of rainfall entering slurry/dirty water storage systems;</li> <li>• Re-using some water collected from roofs etc;</li> <li>• Purchasing materials in appropriate quantities to reduce packaging waste;</li> <li>• Avoiding spoilage of materials not used immediately.</li> </ul> <p><i>Opportunities for saving money by reducing waste on your farm</i> published by DEFRA (PB4819) is a useful guide and self audit to help reduce waste and save money. This is available from <a href="http://www.defra.gov.uk/environment/waste/topics/farm/documents/waste-minimisation.pdf">http://www.defra.gov.uk/environment/waste/topics/farm/documents/waste-minimisation.pdf</a></p> <p><b>Evidence:</b> should include:</p> <ul style="list-style-type: none"> <li>• review of current practice,</li> <li>• avoidance of waste,</li> <li>• reduction of waste,</li> <li>• re-use of waste,</li> <li>• recycling of waste and action taken. (R)</li> </ul>	CFP	4.1.1
4.3	<p><b>Do you have a Manure Management Plan, and is it integrated with the Nutrient Management Plan?</b></p> <p>You must prepare and implement a <b>Manure Management Plan</b> which needs to include any slurry, manure, and industrial waste used on the farm. It will also identify where by-products must not be spread. You must record the application rate and timing of organic fertiliser applications by field. See IFM handbook for an example and explanation.</p> <p><b>Evidence:</b> This includes slurry, manure and industrial wastes for incorporation. Check records for evidence of plan and field applications. Note: land spreading of industrial wastes (other than sewage sludge), needs to be registered with the relevant environment agency or authority if appropriate. This may be N/A if manure, slurry, industrial wastes, compost and other organic materials are not used. (R)</p>	CFP or N/A	2.5.2
4.4	<p><b>Are all your fixed fuel tanks bunded?</b></p> <p>You must bund all your fixed fuel tanks that store above 200 litres. Underground tanks must be pressure tested every 5 years.</p> <p><b>Evidence:</b> Check fuel tanks are bunded. Fuel oil must be stored either in a fuel storage tank or within a storage area, which meets the requirements summarised below. Fuel oil storage must be surrounded by a bund. Bund and base must be impermeable and last for 20 years with routine maintenance. Every part of the store must be within the bund. Taps and pipes must point downwards and be locked shut when not in use. No part of the store will be within 10m of a drain or ditch that can be directly contaminated from a spillage. (P)</p>	CFP	4.2.6
4.5	<p><b>Do you carry out regular maintenance and calibration of equipment and machinery to ensure accurate and efficient application and operation?</b></p> <p>To ensure applications and operations of all types have least impact on the environment, including fuel efficiency, you must carry out proper and regular maintenance and calibration. Records must be kept and be available for staff to enable efficient planning and operation when required.</p> <p><b>Evidence:</b> Check maintenance records and procedures for sprayers, fertiliser and muck / manure spreaders and tractors. (R)</p>	CFP	2.6.4
4.6	<p><b>Do you ensure that by-products and wastes are disposed of without risk to water quality and the wider environment?</b></p> <p>By-products can contain pollutants such as soil and pesticide residues.</p> <p><b>Evidence:</b> Check systems and ask for procedures. Where any direct discharge to surface and ground water is made, check for appropriate authorisations of discharges where applicable. (P) (R)</p>	CFP	3.7.17
4.7	<p><b>Have you identified and documented all potential pollutants on the farm?</b></p> <p>You must identify and record an inventory of all potential pollutant materials on your farm so you can make provision to safely store and handle them and their risk to the environment. The inventory must indicate the potential risk and prioritise based on the risk. Consideration must be given to air, noise, light and those that pollute water and soil. It must also include pesticides, fertilisers, sheep or cattle dips, organic</p>	CFP	4.2.2

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	wastes, non-biodegradable wastes, run-off and washings. <b>Evidence:</b> Check inventory has been completed and has taken account of all pollutants, and that risk has been assessed. (R)		
4.8	<b>Do you have an action plan to reduce the impact of these potential pollutants on the environment?</b> You must develop an action plan based on your inventory of all possible pollutants and put into action improvements you can make to the handling and storage of potential pollutants. <b>Evidence:</b> Completion of action plan, which can be incorporated into inventory. The plan must have a review date that must be recorded along with dates for the completed actions. (R)	CFP	4.2.2
4.9	<b>Do you visually monitor and record the quality of drainage ditches and watercourses around your farm, especially after recent field operations on a regular / quarterly basis and have an action plan to deal with issues?</b> Significant run-off of organic fertilisers can have acute effects on aquatic insects and fish. Look for unusual discoloration, excessive growth of algae, odour in receiving ditches, watercourses and scorching of herbage near to watercourses. <b>Evidence:</b> Check for records of monitoring and check watercourses for signs of run off e.g. discoloration, excessive growth of algae. Check through action plan (4.8) to see strategies in case of an emergency. If farm has no ditches or watercourses then this is N/A. (R)	R or N/A	6.3.4
4.10	<b>Do you have maps of all drainage schemes for fields and general farm building areas?</b> Knowledge of drainage schemes to help maintain field drainage should be documented on field plans. Maps of general farm building areas should be available in the event of a pollution incident to control the run of water. <b>Evidence:</b> Contractors' certified maps of completed schemes or good farm plans with outfalls. (R)	R	6.3.1
4.11	<b>Do you record all new land drainage and identify outlets?</b> Where drainage work has been completed maps must be kept and all outlets identified on the plans and in the field. <b>Evidence:</b> Check drainage plans. (R)	CFP	6.3.3
<b>5 Energy Efficiency and Water Management</b>			
5.1	<b>Have you had an energy efficiency audit carried out on the Farm?</b> All farms must complete an audit covering fuel, heating, cooling and lighting use, and identify ways of reducing dependency on non-renewable energy sources. The audit must be reviewed EVERY year. The farmer, local energy organisation, or a consultant can complete the audit. If low energy user a short review of energy used and ways of improving efficiency must be completed. <b>Definition</b> – An energy audit identifies and evaluates energy management opportunities on the farm. During an audit, a baseline is developed to characterise and record energy use. Individual unit operations, processes, and major energy-consuming equipment are evaluated to identify energy management opportunities and high-return-on-investment projects. Typically an action report is produced that describes the baseline, each conservation opportunity area, an estimate of the cost to implement the changes, the savings that will be generated, and an estimation of the payback period. <b>Evidence:</b> Check audit for completion / review / action. (R)	CFP	6.1.1
5.2	<b>Do you monitor energy consumption?</b> To enable action to be taken on energy efficiency you must monitor your consumption to enable you to benchmark against previous years or industry standards. The monitoring can be on a kWh basis or energy used. <b>Evidence:</b> Record of energy use. (R)	CFP	6.1.2
5.3	<b>Do you record the CO<sub>2</sub> emissions from the energy consumption records?</b> You should monitor CO <sub>2</sub> emissions based on your energy consumption records. Information can be found on our website. <a href="http://www.leafuk.org/leaf/organisation/news.asp">http://www.leafuk.org/leaf/organisation/news.asp</a> - type in energy in the search box. This energy monitor will enable you to record energy used and convert to tonnes of CO <sub>2</sub> produced. <b>Evidence:</b> Check records. (R)	R	6.1.3
5.4	<b>Have you completed a Water Management Plan for the whole farm?</b> All businesses must complete a plan to show that they have considered the issue of water use and discharge. You must complete a <b>Water Management Plan</b> . This must	CFP	6.2.2

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	<p>identify where water is being used and plan how water use can be minimised and the environmental impact of water use mitigated. Justification of water use and sources must be included. Also consider the following:</p> <ul style="list-style-type: none"> <li>▪ leakage;</li> <li>▪ collection and re-use of some waters such as clean roof water or cooling water;</li> <li>▪ irrigation scheduling.</li> </ul> <p>Water abstracted from streams, rivers, canals or boreholes etc may require a licence from your regulatory organisation. Within the plan also consider discharges to the environment. For guidance LEAF / NFU / EA / DEFRA have published <i>Waterwise on the farm</i> and this can be obtained from the LEAF Audit or <a href="http://www.leafmarque.com">www.leafmarque.com</a> . It is a simple guide to implementing a <b>Water Management Plan</b>.</p> <p><b>Evidence:</b> Check <b>Water Management Plan</b> and its implementation. Justification of practices must be recorded as part of the plan.</p>		
5.5	<p><b>Do you review your Water Management Plan annually?</b></p> <p>You must review your <b>Water Management Plan</b> every year to take account of changes to your farming practices and new ideas in resource management.</p> <p><b>Evidence:</b> Check management plan for review records i.e. date and changes. (R)</p>	CFP	6.2.3
5.6	<p><b>When purchasing new equipment or establishing new buildings do you look for water and energy efficient products / designs?</b></p> <p>When purchasing new equipment or establishing new buildings you should look for the best available and appropriate technology. This should include water and energy efficient products / designs; you should justify your decision based on economic and environmental criteria, without forgetting animal welfare issues. A written policy to show your commitment to reduction of energy through proper purchase decisions should be present and can be part of your environmental policy.</p> <p><b>Evidence:</b> Check for written policy. This can be part of the farm environmental policy. (R)</p>	R	6.1.7
5.7	<p><b>Do you measure the water efficiency of your enterprises / crops?</b></p> <p>You should measure water efficiency of all irrigated water i.e. water that is either taken from the mains or from the environment and directly irrigated or stored for later use. A recording system should be implemented so that efficiency can be measured by litres (or m<sup>3</sup>) of water per tonne of output. Data should be uploaded to LEAF via the data portal on the LEAF website.</p> <p><a href="http://www.leafuk.org/myleaf/services/Questionnaires.eb">http://www.leafuk.org/myleaf/services/Questionnaires.eb</a></p> <p><b>Evidence:</b> Check measurements are being made and they have been uploaded to LEAF. (R)</p>	CFP	6.1.7
5.8	<p><b>Do you take account and analyse your water efficiency measurements, justify any change and plan to implement practices to improve water efficiency?</b></p> <p>You should review your water efficiency measurements annually to justify any changes and consider any agronomic or technological practices that may help to improve water efficiency. See LEAF Audit for information on IFM and water. Develop an <b>action plan</b> as part of the LEAF Audit or <b>Water Management Plan</b>. See additional notes for information on different practices that will improve water efficiency.</p> <p><b>Evidence:</b> Check documented review; this may be part of the <b>Water Management Plan</b> review or LEAF Audit.</p>	R	6.1.7
5.9 NEW	<p><b>Do you and your staff consider other users and their water needs when abstracting water from a common source e.g. a river, borehole, lake, reservoir etc?</b></p> <p>Being aware of other users and the finite supply of a common source of water will help the sustainability of that source for all users concerned. Is there a local group that manages and monitors the supply, quality and the sustainability of your abstraction source? Have you considered becoming a member or being responsible for starting one up where one does not exist?</p> <p><b>Evidence:</b> Check if a common abstraction source is used. Is grower a member of a local abstraction group? (V) (R)</p>	CFP	6.2.13
5.10 NEW	<p><b>Do you have an Energy Efficiency Plan based on the Energy Efficiency Audit that has an accompanying action plan with review date and detailed list of present and future actions over a 5 year period?</b></p> <p>You must have a clearly-defined and plan for the energy efficiency on your farm. This must include actions arising from the audit. The plan must aim to enhance the farm to</p>	R	6.1.1

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	encourage greater energy efficiency including individual unit operations, processes, and major energy-consuming equipment using the baseline established from the Energy Efficiency Audit in 5.1 and the energy management opportunities identified. <b>Evidence:</b> Check plan. The plan must have a review date that must be recorded along with dates for the completed actions. (R)		
<b>6 Landscape and Nature Conservation</b>			
6.1	<p><b>Do you have a Whole Farm Conservation Audit?</b></p> <p>In order to avoid the risk of environmental damage and deterioration, approved producers must be able to demonstrate an awareness and undertake a risk assessment of the distribution of the key wildlife habitats, important species, other valuable environmental and archaeological or historical features on their farms as listed in the guidance notes, and know the farming operations that could damage or have a detrimental effect on them and prohibit cultivation in those areas.</p> <ul style="list-style-type: none"> <li>• Areas and sites on the farm with any statutory landscape designation;</li> <li>• Lakes, ponds and watercourses;</li> <li>• Semi-natural habitats (e.g. moorland, wetlands, lowland heath, species-rich grassland, broad-leaved woodland, or other high carbon stock land etc);</li> <li>• Linear features (e.g. hedges, fence lines, farm borders, verges, field margins, walls, ditches, tracks);</li> <li>• Public rights of way;</li> <li>• Archaeological or historical sites;</li> <li>• Land on which other important species are found</li> <li>• Lists of any important species or populations recorded in the area (e.g. UK Biodiversity Action Plan priority species, Birds of Conservation Concern (BOCC), IUCN red lists species, nationally or globally important populations; lists recorded on the country profiles of the Convention on Biological Diversity website <a href="http://www.cbd.int/">http://www.cbd.int/</a>);</li> <li>• Traditional buildings;</li> <li>• Fire breaks that help protect crops and habitats.</li> </ul> <p><b>Evidence:</b> Inspection of the map-based audit, including the following key environmental features:</p> <ul style="list-style-type: none"> <li>• Areas and sites on the farm with statutory protection and / or with important species or populations;</li> <li>• Lakes, ponds and watercourses;</li> <li>• Semi-natural habitats (e.g. moorland, wetlands, lowland heath, species-rich grassland, broad-leaved woodland, forest etc);</li> <li>• Linear features (e.g. hedges and verges, fence lines, farm borders, field margins, walls, ditches, tracks);</li> <li>• Public rights of way;</li> <li>• Archaeological or historical sites.</li> </ul> <p>The Audit (and <b>Whole Farm Conservation Plan</b>) should ideally be completed or reviewed by a specialist conservation advisor or consultant such as FWAG (<a href="http://www.fwag.org.uk/">http://www.fwag.org.uk/</a>); and should be regularly reviewed (at least every five years by the specialist advisor) and every year by the farmer. (R)</p>	CFP	7.1.1
6.2	<p><b>Do you have a Whole Farm Conservation Plan based on the audit that has an accompanying action plan with review date and detailed list of present and future actions over the 5 year period?</b></p> <p>You must have a clearly-defined policy and plan for the conservation and management of wildlife habitats and biodiversity, and archaeological or historical sites, on your farm. This must include all the key environmental features as listed in the guidance notes of 6.1.</p> <p>The plan must aim to enhance the farm to encourage greater biodiversity and must be linked to any Biodiversity Action Plans (BAPs) that exist in the local area or country. Consideration in the plan must be made to ensure that standard 6.26 is followed.</p> <p><b>Evidence:</b> There must be a positive attempt by the farmer to address wildlife conservation on the farm through the preparation of a <b>Whole Farm Conservation Plan</b> (map and text-based) that clearly identifies the necessary action required to conserve and enhance biodiversity and landscapes on the farm, and the protection and maintenance of archaeological or historical sites. The plan (and audit) should ideally be completed or reviewed by a specialist advisor and must be regularly</p>	CFP	7.1.2

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	reviewed (at least every five years by the specialist advisor and every year by the farmer) Check plan. The plan must have a review date that must be recorded along with dates for the completed actions. (R)		
6.3	<p><b>Is your Whole Farm Conservation Plan an integral part of your farming system?</b></p> <p>You must ensure that decisions made in relation to agronomic practices take account of your <b>Whole Farm Conservation Plan</b> and its objectives to protect and enhance the wildlife and landscape on your Farm. Farming and Environment are inseparably linked.</p> <p><b>Evidence:</b> Evidence of procedures in all farming operations to protect and enhance wildlife and landscapes. (V)</p>	CFP	7.1.3
6.4	<p><b>Have you notified the relevant authorities, where appropriate, and completed an Environmental Impact Assessment (EIA), where you are planning to bring or have brought “uncultivated land or semi-natural areas” into more intensive agricultural use by clearance of vegetation, cultivation, fertilisation, liming, drainage, introducing high stocking rates, or earth moving etc?</b></p> <p>Environmental Impact Assessment (EIA) must be followed; this is a procedure for considering the potential environmental effects of land use change. Environmental Impact Assessment helps inform decision making and enables decisions on land use change to be taken with full knowledge of the likely environmental consequences. The EIA and measures to minimise any negative consequences must be incorporated into the <b>Whole Farm Conservation Plan</b> and approved by any necessary local bodies or agencies. Planned work must be approved and advised prior to work being carried out.</p> <p><b>New sites:</b> areas of habitat and margins as required by the LEAF Marque standard must be built into the site design, and include features that will protect and enhance the environment and biodiversity. Consideration must also be given to the landscape character and visual impact and ways of reducing negative impacts.</p> <p><b>Evidence:</b> Checks will be made to see that any intensification of agricultural activities that appear to have been carried out on previously uncultivated land or semi-natural areas. Check <b>Whole Farm Conservation Plan</b> for any EIAs. (R)</p>	CFP	7.1.6
6.5	<p><b>Do you retain traditional field boundaries, environmental / landscape features and other natural habitats?</b></p> <p>You must not remove or destroy any traditional field boundaries (e.g. hedges or stone walls), environmental / landscape features and other natural habitats such as rain forests or other high carbon stock land i.e. other wooded areas or secondary forest, peat lands on the farm.</p> <p><b>Evidence:</b> Check maps and plans for removal of boundaries e.g. hedges, watercourses, stonewalls, grass strips, rain forests or other high carbon stock land etc and other landscape features. (R) (P)</p>	CFP	7.4.1
6.6	<p><b>Do you restrict the timing and frequency of field / boundary management such as hedge cutting?</b></p> <p>Trimming of hedgerows on the farm must not be carried out during the observed nesting period. Boundaries must be managed in accordance with your <b>Whole Farm Conservation Plan</b>. Hedge cutting and boundary management more often than every two or three years should be justified. Where local management is more intense due to highway safety this must be justified and explained.</p> <p><b>Evidence:</b> Visual assessment of any recent damage during field checks. Check <b>Whole Farm Conservation Plan</b> recommendations. (V) (R)</p>	CFP	7.3.2
6.7	<p><b>Do you restrict the timing and frequency of water course management?</b></p> <p>Clearance of ditches on the farm must not be carried out during the bird nesting period. Only one side of the ditch should be re-profiled or cleared of vegetation in any one year. Where drainage clearance for unimpeded water flow is necessary, management may need to be more regular.</p> <p><b>Evidence:</b> Visual inspection of ditches during farm inspection and evidence from invoice or timesheets. (P) (R)</p>	CFP	6.3.6
6.8	<p><b>When removing trees from your farm, have you obtained a license where required and appropriate?</b></p> <p>All work must be undertaken in accordance with any local restrictions. Trees must be retained wherever possible to maintain the landscape character. Consideration must be given to future planting where old trees exist.</p> <p><b>Evidence:</b> Where recent tree felling is apparent, evidence of removal approval documents must be available and should be referred to on the <b>Whole Farm Conservation Plan</b> and in accordance with local regulations. (R)</p>	CFP	7.4.4

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6.9	<p><b>Have you retained all your hedgerow, boundary and in field trees?</b> You must retain all hedgerow, boundary, and in field trees unless they cause a hazard. <b>Evidence:</b> Visual inspection of hedgerows and trees recorded as part of the <b>Whole Farm Conservation Audit</b>.</p>	CFP	7.4.3
6.10	<p><b>Do you avoid deep cultivation under the canopy of in-field trees?</b> You must not carry out deep cultivations under the canopy of in-field trees (unless they are deliberately grown or retained as shade trees. Where trees exist in a boundary or wood edge, you must ensure you have the required two-metre margin adjacent to this boundary (See 6.11). <b>Evidence:</b> Visual inspection of field trees and hedgerow trees to check crop sown. (P)</p>	CFP	7.2.5
6.11	<p><b>Do you have two-metre wide undisturbed field margins around all of your field boundaries?</b> You must retain a two-metre wide undisturbed (i.e. uncropped and uncultivated) margin on all permanent field boundaries between the middle of the hedge, fence or stone wall, edge of the water of the ditch and the crop. All field margins must be at least two metres. Grass fields need not be fenced but no application or operation should take place on this two-metre margin, such as silage cutting, crop treatments and fertiliser spreading. Where fields are less than two hectares and have permanent boundary features, two metre margins do not apply. Where there is not a boundary feature and the natural habitat extends from the crop or crop headland the need for two-metre margins is reduced. Where the <b>Whole Farm Conservation Plan</b> (6.2) has been completed by an external consultant and evidence exists in the conservation plan of the need for two-metre margins on all headlands may be reduced if other habitat features are used in the field, such as margins greater than two metres, or larger areas of habitat in corners of fields. <b>Evidence:</b> Visual inspection. Green tracks can be allowed as part of the margin. On the first inspection only, if margins are not present, but evidence can be shown that they are planned and in the process of being adopted, then this can be seen as compliant. (P) (R)</p>	CFP	7.2.2
6.12	<p><b>Are your field margins under sympathetic management?</b> Field margins must be managed without fertiliser or pesticides (apart from spot control of noxious weeds) and cut late in the summer (or during the least destructive period for flora and fauna) with the cuttings removed wherever possible or grazed once every 2-3 years. Note: grass margins require regular cutting in the first summer (3-4 times); then no more than once every 2-3 years. Margins and other wildlife habitats around the fields should be managed to provide a diverse range of feeding and nesting opportunities for wildlife across the farm – i.e. flowering and seed-bearing plants, tussocky grasses. <b>Evidence:</b> Visual inspection of margins. (P)</p>	CFP	7.2.3
6.13	<del>(deleted 2007)</del>	R	7.2.4
6.14	<p><b>Do you have native habitat banks in fields larger than 20 hectares?</b> You should aim to split fields greater than 20 hectares with one habitat bank, or two habitat banks in fields larger than 30ha, three habitat banks in fields larger than 40ha and four habitat banks in fields larger than 50ha Habitat banks are uncultivated grass mounds (or other plant species as appropriate) about two metres wide. They help to boost numbers of beneficial predatory insects, and provide habitat for ground-nesting birds and small mammals. If fields are larger than 20 ha and have 6m margins as part of the <b>Whole Farm Conservation Plan</b> this may negate the need for habitat banks. <b>Evidence:</b> Visual inspection to check fields greater than 20 hectares are split with habitat banks. Check field size in cropping records for relevance of this standard. (P) (R)</p>	R	7.2.8
6.15	<p><b>Do you use native and or appropriate species if seeding field margins and other habitats?</b> You must use native species as far as possible for sowing in field margins, however it would be preferred if local provenance can be achieved. Natural regeneration of margins and other habitats are acceptable. <b>Evidence:</b> Records of seeding should be available including seed label. (R)</p>	CFP	7.5.2
6.16	<p><b>Do you prevent applications and operations to all field boundaries and margins and minimise driving on them?</b></p>	CFP	7.2.1

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	<p>You must ensure that appropriate action is taken to avoid the contamination of hedge bottoms, watercourses and other vegetated field boundaries, and the two-metre field margins. You must make every attempt to minimise machinery movement on the field boundaries, this is to avoid habitat destruction.</p> <p><b>Evidence:</b> Evidence of procedures to ensure that fertilisers, insecticides, other pesticides and cultivations are not applied or carried out on field margins, permanent boundaries and conservation headlands. If the margin is part of an environmental scheme then scheme rules must be followed. (P)</p>		
6.17	<p><b>Do you take care to avoid damage or destruction of national / local important ancient monuments and areas of archaeological or historical interest?</b></p> <p>Farm activities (including sub-soiling, unauthorised excavation, land reclamation, levelling, tipping / in-filling, woodland clearance, tree-planting, excessive damage by livestock, etc) must not damage or destroy any national / local important ancient monuments. Additional care must also be taken to ensure that farm activities do not damage or destroy other important sites such as earthworks, field monuments, ridge and furrow systems etc.</p> <p><b>Evidence:</b> Visual inspection for any recent damage during field operations. (V)</p>	CFP	7.4.2
6.18	<p><b>Do you, through rotation and leaving land uncropped, give flora and fauna the ability to thrive on some land?</b></p> <p>If your crop rotation allows leaving some land uncropped this can lead to environmental benefits such as providing food for birds throughout the year. However, care should be taken to ensure that certain soil types have capping or surface sealing removed by light cultivation to avoid run-off over winter and that you should be aware of the increased likelihood of compaction when working soils that are wet. Examples of this would be over-wintered stubbles and spring sowing of crops.</p> <p><b>Evidence:</b> Check farm records or fields for evidence of uncropped land. (R) (P)</p>	R	7.2.7
6.19	<p><b>Do you adjust operations to avoid nesting birds during nesting season?</b></p> <p>You must adjust operations to avoid known nesting sites. You must adopt appropriate techniques such as marking nests (by putting 2 poles 10m either side of the nests) this should help to avoid marking the nests for predators, avoiding operations during nesting, spraying rather than cultivating fallowed fields and land out of production. Avoid cutting headlands in perennial crops such as orchards and avoid cutting windbreaks until after nesting.</p> <p><b>Evidence:</b> Evidence of avoidance of nests in crops, reduced mechanical weed control during nesting period and any innovative means the farmer may be using. (R) (P)</p>	CFP	7.2.10
6.20	<p><b>Are staff involved in planning and implementing improvements to habitats and landscape features?</b></p> <p>To create ownership of environmental improvements such as habitat creation you should involve your staff in the planning and implementation. You must ensure environmental information is available to staff i.e. farm maps and conservation plans.</p> <p><b>Evidence:</b> May need to ask staff for confirmation. (V)</p>	R	7.1.10
6.21	<p><b>Do you, your staff or any other persons monitor flora / fauna, wildlife and / or the wider environment on your farm?</b></p> <p>The need to monitor the environment will enable you to publicly state the effects you are having on your farm by the adoption of IFM. A number of local groups may be able to help with key indicator species.</p> <p><b>Evidence:</b> Check monitoring records. (R)</p>	R	7.5.7
6.22	<p><b>Do you have a minimum of 5% farm area available as habitats, not used for cropping &amp; food production?</b></p> <p>You should ensure minimum area of 5% is available for wildlife habitat. This can include non-cropped areas managed for wildlife, ditches, hedges, margins, woodland, desert and forest, wild bird mixes etc.</p> <p><b>Evidence:</b> Check cropping plans and total farm area. (R)</p>	CFP	7.1.5
6.23	<p><b>Where land is rented by you for less than three years do you seek information about your landlord's conservation management practices?</b></p> <p>If you manage rented land under three years tenancy, (over three years the land must be included in your audit and plan), you must seek information on the conservation management that is practised by the Landlord. The following process must be followed:</p> <ol style="list-style-type: none"> <li>1) Is your landlord a member of LEAF Marque, LEAF and have they carried out a LEAF Audit?</li> </ol>	CFP or N/A	1.3.7

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	<p>If not,</p> <p>2) Have you carried out an environmental assessment of the land you are renting/intend to rent including requesting any relevant documentation from your landlord (e.g. conservation plan, conservation audit etc)? This enables you to respect the objectives of your landlord and protect habitats appropriately.</p> <p>3) If you do not have a copy of any relevant documentation from your landlord, can you provide evidence of communication / requests from you and their response?</p> <p><b>Evidence:</b> Check documentation from landlord i.e. LEAF Audit or performance profile or membership number for LEAF Marque. In the absence of information, check that an environmental assessment has been carried out. Check correspondence with landlord in absence of supporting documentation. Where land is not rented it then can be N/A. (R)</p>		
6.24	<p><b>Do you keep all public and traditional paths clear from obstructions, and keep stiles and gates in good condition?</b></p> <p>Public and traditional paths must be clear of obstructions and all access points (e.g. stiles) and gates kept in good condition to allow public unhindered access to paths. Further guidance notes are available in the LEAF Audit help under the Community Relations section.</p> <p><b>Evidence:</b> Check any public and traditional paths for obstructions and that stiles and gates are in good condition. All paths should be highlighted on the <b>Whole Farm Conservation Plan Map</b>. (P)</p>	CFP	8.3.7
6.25	<p><b>Do you ensure that public and traditional paths are clearly marked?</b></p> <p>Public rights of way should be clearly marked to enable users to follow and not to stray off paths if appropriate.</p> <p><b>Evidence:</b> Check clear marking of footpaths as listed on the <b>Whole Farm Conservation Plan Map</b>. (P) (R)</p>	R	8.3.8
6.26	<p><b>Do you provide nesting habitat, summer food and winter food for farmland birds or carry out other activities to enhance the habitat for native fauna?</b></p> <p>You should adopt at least one measure for nesting habitats, summer (insect) food and winter (seed) food. The full list of measures can be found in the LEAF Audit. Consider other fauna as this may be more relevant in some circumstances.</p> <p><b>Evidence:</b> Check that the farm has one measure from each group and has been clearly identified and considered on the <b>Whole Farm Conservation Plan</b>.</p>	R	7.3.4
6.27	<p><b>Do you ensure that tenants that rent land from the certified business manage the land in a way that protects and enhances the environment?</b></p> <p>You should encourage tenants to adopt integrated farming principles by joining LEAF and becoming LEAF Marque certified. Tenants who farm land approved under LEAF Marque where the certificate is held by the landlord cannot sell their produce as LEAF Marque, without being approved themselves.</p> <p><b>Evidence:</b> Check if tenants are LEAF Marque approved in any correspondence, and if not, encourage them to join LEAF. If the farm does not rent land out then can be N/A. (R)</p>	R or N/A	1.3.9
<b>7 Animal Husbandry</b>			
7.1	<p><b>Do you take measures to avoid undue grazing damage leading to soil erosion and runoff?</b></p> <p>Excessive grazing can damage soil structure and can increase the risk of run-off to watercourses and soil erosion. You must adjust stocking rates, animal movements, and positioning of supplementary feeders accordingly. Excessive grazing and access to riverbanks can damage habitat and cause direct pollution and soil erosion. Where necessary, appropriate fencing can be used to restrict access for livestock watering. Disturbed ditch edges provide habitats for annual plants and a variety of invertebrates. These areas are rich feeding sites for a range of birds, who would find the thick vegetation and scrub in fenced off ditches difficult to access. However, fenced off ditches benefit other species, so take into account the site specific conditions. The <b>Whole Farm Conservation Plan</b> must define any derogation for access to livestock to watercourse edges.</p> <p><b>Evidence:</b> Check undue grazing damage, overgrazing, runoff, erosion and feeding areas. Check <b>Whole Farm Conservation Plan</b> for specific advice given on livestock management and the environment. (P) (R)</p>	CFP	5.9.5
7.2	<del>(Deleted 2006)</del>		
7.3	<b>Do you, where appropriate, ensure nesting birds and wildlife are protected</b>	R	5.9.12

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	<p><b>from forage cutting?</b></p> <p>You should, where appropriate, ensure nesting birds and wildlife are protected from forage cutting; this can be achieved by cutting from one side of the field to the other, or from the middle out and the timing of cutting. This is particularly relevant where bird populations are present either on the holding or on neighbouring farms. Where small fields exist and cutting from the middle is not practical, alternative strategies should be adopted i.e. cutting so as to give wildlife a chance to escape to headlands and uncut areas. This should be communicated to contractors (see 1.9).</p> <p><b>Evidence:</b> Evidence of protection by the direction of cutting i.e. from middle out and the timing of cutting. (P) (V)</p>		
7.4	<p><b>Do you comply with best practice in the storage of organic material such as slurry, silage and manure?</b></p> <p>It is important that storage is sound and capable to store without polluting surface or ground water and is of sufficient capacity that allows for spreading when conditions are suitable without damage to soil or risk of polluting and that the nutrient value is maximised. The Best Practice guidelines can be found in the LEAF Audit and the additional guidance notes.</p> <p><b>Evidence:</b> In the UK new or substantially enlarged or altered structures since September 1991 must meet the requirements of the Control of Pollution (Silage Slurry and Agricultural Fuel Oil) Regulations (SSAFO S1) or relevant legislation in other countries. Older structures must be maintained to meet similar standards. Evidence of reference to DEFRA <i>The Water Code S2</i>. (P) (R)</p>	CFP	2.5.8
7.5	<p><b>Is your safe holding capacity for animal manure and slurry adequate?</b></p> <p>You must aim to have at least four months' storage for slurry unless your <b>Manure Management Plan</b> has identified that less is needed. You must maintain sufficient freeboard (reserve volume) in storage facilities to avoid structural failure or overtopping. You must contain run-off from animal manure on hard surfaced areas or yards where pollution of water is at risk.</p> <p><b>Evidence:</b> Check animal manure and or slurry store for potential overspill and pollution risk. Ask for number of days' capacity. Check run off from animal manure on hard standings and yards. (P)</p>	CFP	2.5.9
7.6	<p><b>Do you collect your dirty water and silage effluent and dispose of them safely?</b></p> <p>Ensure that such materials are collected and contained in adequate structures as per 7.4. Use them in accordance with your <b>Manure Management Plan</b>.</p> <p><b>Evidence:</b> Check holding areas and systems of collection and disposal. (P)</p>	CFP	5.7.3
7.7	<p><b>Do you ensure that environmentally-sensitive areas, as identified in your Whole Farm Conservation Plan, are protected and managed appropriately?</b></p> <p>Grazing of "environmentally-sensitive" areas or <a href="#">where the natural environment can easily be harmed</a> must be managed appropriately for the protection of wildlife and water quality. These areas must be identified in the <b>Whole Farm Conservation Plan</b>.</p> <p><b>Evidence:</b> Identification of hedges, ponds, ditches, streams, rivers, margins and other habitats identified as environmentally valuable / sensitive in the <b>Whole Farm Conservation Plan</b> should be evident. Management should be justified by what's appropriate in terms of identified and targeted species. (P)</p>	CFP	7.4.6
7.8	<p><b>Do you have and implement a livestock health plan?</b></p> <p>The health plan must be appropriate to all livestock on your holding, and must have been developed in consultation with your vet; the vet must sign it off, and it must then be implemented on the farm.</p> <p><b>Evidence:</b> Check health plan for relevance to holding, date of issue and signature of vet. (R)</p>	CFP	5.1.1
7.9	<p><b>Do you have an annual visit from your vet to discuss animal health strategy and welfare issues?</b></p> <p>On all enterprises, including those that are not members of assurance schemes, it is vital to discuss your animal health strategy and welfare issues with your vet and document this.</p> <p><b>Evidence:</b> Vet's report for annual visit that discusses strategy and welfare issues. (R)</p>	CFP	5.1.2
7.10	<p><b>(New 2010) Do you consider the feed ingredients of your livestock diets with regard to their reduction of methane?</b></p> <p>Ruminant livestock produce large volumes of methane per day. Many factors influence methane emissions from cattle and include the following: level of feed intake, type of carbohydrate in the diet, feed processing, etc.</p>	R	5.9.15

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	<b>Evidence:</b> Check livestock are fed an optimal diet. (P) (R) (V)		
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