CERTIFICATION RECORDS & MATERIALS LIST

General Certification Requirements
- ☐ Annual Self-Assessment
- ☐ Annual GAP Training by June 30
- ☐ FSA 578 form(s) listing Primary and Associate growers

Operation and Nutrient Management
- ☐ Operation Records
  - Contact Information
  - Tobacco Type
  - Total Acres
  - Farm Infrastructure
  - Curing Information for Flue-Cured Tobacco
  - Curing Information for Dark-Fired Tobacco
- ☐ Flue Cured Barn Inventory
  - Barn Manufacturer
  - Year Model
  - Type of Fuel
    - LP
    - Natural Gas
    - Diesel
    - Wood
    - Other
  - Rack or Box Barn
    - Rack, how many per barn?
    - Box, how many per barn?
  - Do barn(s) have curing controls
    - Yes or No
  - Total Number of this Barn Type
- ☐ Dark Fire: Source of Wood Used in Curing
  - Type of Wood Source for Curing Fuel
    - Sawmill/By-Products
    - Other
  - Name of Business or Individual

- City
- State
- ☐ Field/Tract ID Records
  - Field/Tract ID
  - Farm Name or Location
  - County
  - FSA Number
  - Tobacco Acres
  - Latest Soil Testing Date
  - Date of Last Lime Application
  - Rate of Lime (tons/acre)
- ☐ Soil Test Results
- ☐ Greenhouse Fertilization Records
  - Greenhouse ID Number
  - Transplant Batch Number
  - Date
  - Types of Fertilizer
  - Rate (per 1,000 gallons)
- ☐ Field/Tract Fertilization Records
  - Field/Tract ID
  - Date
  - Application Timing
  - Analysis (N-P-K)
  - Rate of Application (lbs./acre)
  - K20 from Muriate if applied after December 31 (lbs./acre)
  - Muriate of Potash Date of Application
- ☐ Animal Manure or Litter Application Records
  - Date(s) Animal Manure Tested for Nutrient Content
  - Field/Tract Id
  - Date
  - Type of Manure
  - Rate

- ☐ Nutrient Management Plan (if applicable)

IPM and CPA
- ☐ Scouting Records
  - Field Scouting Dates
  - Field/Tract ID
  - Pest identified during Scouting
  - Level of Infestation of Pest Identified
  - Corrective Actions Takes (include date of action)
  - Follow-up on Pest Control to Determine Effectiveness of Actions Taken
- ☐ Pesticide Applicator License
- ☐ Proper CPA Storage Area Signage
- ☐ CPA Applicator License Information
  - Applicator Name
  - State the most commonly used Pesticide License Issued from
  - License Number
  - Expiration Date of the most commonly used Pesticide License
- ☐ CPA Information Records
  - Brand Name
  - EPA Registration Number
  - Active Ingredient
  - REI (hours)
  - Label(s) on File
  - Safety Date Sheet(s) on File
- ☐ Greenhouse CPA Records
  - Greenhouse ID Number
  - Transplant Batch Number
  - Date
  - Applicator
  - Brand/Product Name or Reference Number

- Reason for Application
- Rate per 1,000 square feet
- Total Application
- Start/Finish Time

☐ Field/Tract CPA & Sucker Control Records
- Field/Tract ID
- Date
- Applicator Reason for Application
- Brand/Product Name or Reference Number
- Rate per Acre
- Total Application
- Size of Area Treated
- Start/Finish time
- Method of Application

☐ Sprayer Calibration Records
- Date Calibrated
- Sprayer Brand and Model
- Sprayer Type
- Nozzle Type and Size
- Pressure
- Speed (mph)
- Throttle (rpm)
- Tractor Model
- Tractor Gear
- Spray Volume (gallons per acre)

Crop Management
☐ Seed Selection Records
- Variety Selection
- Greenhouse ID Number
- Transplant Batch Number
- Seedling Source
- Variety Name
- Seed Lot Number

- LC Variety (Burley & Dark Only)
- Date of Seeding

☐ Publications on Variety Selection
☐ Transplanting & Topping Records
- Plant Population
- Row Spacing
- Plant Spacing in Row
- Field/Tract Id
- Transplanting Date
- Transplant Batch Number
- Date of Topping
- Topping Height
  (approximate number of leaves left)

☐ Weed Prevention Program
- Herbicides Used
- Number of Cultivations
- Control of Weeds in Field Borders
- Preharvest Scouting & Cleanup Practices

Curing and Barn Management – Flue
☐ Flue Curing Facility Records
- Barn Testing Report
- Barn ID Number
- Barn Make & Model
- Heat Exchanger Brand
- Initial Reading
- Final Reading
- Barn Status Pass/Fail

☐ Flue Harvesting & Curing Records
- Field/Tract ID
- Harvest Date
- Method of Harvesting
- Stalk Position
- Barn ID
- Fuel Source

- Bale ID Number(s)

Curing and Barn Management – Air & Fire
☐ Air Curing Facility Records
- Farm Name
- Barn/Structure ID
- Type
  - Outdoor Structure
  - Multi-tier
  - Number of tiers
- Barn Size
- Spacing of Sticks
- Number of Stalks per stick

☐ Air Harvesting & Curing Records
- Harvest Date
- Field/Tract ID
- Barn/Structure ID
- Date Housed
- Date Removed from Housing
- Tobacco Ordering Method
- Bale, Box or Hogshead ID Number(s)

☐ Fire Curing Facility Records
- Farm Name
- Barn/Structure ID
- Type
  - Outdoor Structure
  - Multi-tier
  - Number of tiers
- Barn Size
- Spacing of Sticks
- Numbers of Stalks per Stick

☐ Fire Harvesting & Curing Records
- Harvest Date
- Field/Tract ID
- Barn/Structure ID
- Date Housed

- Date Removed from Housing
- Spacing of Sticks
- Tobacco Ordering Method
- Bale, Box, or Hogshead ID Number(s)
- ☐ Firing Records
  - Barn/Structure ID
  - Date Fire Started
  - Date Fire Ended
  - Fuel Source
  - Maximum Temperature
- ☐ Barn Inspection Information (English & Spanish)
- ☐ Barn Inspection Log
  - Barn ID
  - Date
  - Who did the Inspection
  - Comments

Non-Tobacco Related Materials
- ☐ NTRM Inspection Information (English & Spanish)
- ☐ NTRM Inspection Log
  - Date
  - Who did the Inspection
  - Areas Inspected
  - Comments

Agrochemical Storage and Soil & Water
- ☐ CPA Inventory Records
  - Reference Number
  - Brand Name/Product/Common Name
  - Storage Area
  - Amount

- ☐ Rainfall Records
  - Field/Tract ID
  - Date
  - Amount of Precipitation
  - Crop Condition
- ☐ Irrigation Records
  - Field/Tract ID
  - Date
  - Source of Irrigation Water
  - Application Type
  - Amount Applied
  - Crop Condition before Irrigating
- ☐ Crop Rotation Records
  - Field/Tract ID
  - Field HEL (Yes or No)
  - 20__
    - Crop
    - Tillage Type
    - Cover Crop
  - 20__
    - Crop
    - Tillage Type
    - Cover Crop
  - 20__
    - Crop
    - Tillage Type
    - Cover Crop
  - 20__
    - Crop
    - Tillage Type
    - Cover Crop
- ☐ Conservation Plan (if Field/Tract ID considered HEL)

Recruiting and Hiring Workers
- ☐ Labor Numbers

- ☐ Worker Abandonment or Termination Record
  - Employee Name
  - Reason for Termination
  - Documentation
- ☐ Non-Immediate Family Minors Working Record
  - Full Name
  - Date of Birth
  - Parental Consent
  - Residence
  - Permanent Address
- ☐ *If using H-2A Labor Hired Directly:*
  - ETA 790 and ETA 790A
  - ETA 9142A
  - Form I-9 for each worker
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Wage Statements
  - All in One Labor Poster:
    - Migrant and Season Agricultural Workers Protection Act
    - Employee Rights Under the Fair Labor Standards Act
    - Employee Rights Under the H-2A Program
    - OSHA Job Safety & Health
- ☐ *If using a Farm Labor Contractor (FLC):*
  - Certificate of Registration
  - Copy of Workers' Compensation insurance
  - Authorized to House (if applicable)
  - Authorized to Transport (if applicable)
  - Copy of Auto Insurance

- Copy of Driver's License
- Doctor's Certificate for all drivers
- Form I-9 for each worker
- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
  - Migrant and Season Agricultural Workers Protection Act
  - Employee Rights Under the Fair Labor Standards Act
  - Employee Rights Under the H-2A Program
  - OSHA Job Safety & Health

☐ *If using a H-2ALC:*
  - ETA 790 and ETA 790A
  - ETA 9142A
  - Contract between grower & H-2ALC
  - Surety Bond
  - Form I-9 for each worker
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Wage Statements
  - All in One Labor Poster:
    - Migrant and Season Agricultural Workers Protection Act
    - Employee Rights Under the Fair Labor Standards Act
    - Employee Rights Under the H-2A Program

- OSHA Job Safety & Health

☐ *If using Local Labor:*
  - Form I-9 for each worker
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Wage Statements
  - All in One Labor Poster:
    - Migrant and Season Agricultural Workers Protection Act
    - Employee Rights Under the Fair Labor Standards Act
    - Employee Rights Under the H-2A Program
    - OSHA Job Safety & Health

☐ *If using Vocational/Apprenticeship Labor:*
  - Form I-9
  - US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
  - Vocational/Apprenticeship Documentation

Workers' Rights & Responsibilities and Worker Concern Helpline

☐ Worker Concern Process Documentation (English & Spanish)
  - Grower ID#
  - Grower Name
  - Farm Name
  - Trainer(s)
  - Year
  - Printed Name of Worker
  - Signature of Worker
  - Date

☐ Anti-Discrimination Policy (English & Spanish)
☐ Worker Rights & Responsibilities Poster (Required for any hired labor)
☐ Worker Concern Helpline Poster (Required for any hired labor)

Housing, Sanitation & Transportation

☐ OSHA Housing Safety and Health Checklist
☐ US DOL WH-521: Terms & Conditions of Occupancy
☐ Housing Inspection Certificate(s)
☐ Vehicle Information Records
  - Vehicle
  - Make/Model
  - Year
  - Annual Checklist
    - Valid Tags
    - Insurance
    - State Inspection (if required)
    - Federal Inspection (if required)
☐ Proof of Insurance for Drivers
☐ Driver Information Records
  - Driver's Name
  - Driver's License Number
  - Driver License Expiration Date
  - Date on Doctor Certificate
  - *If an FLC or FLCE:*
    - Certificate
    - Authorized to Transport
    - Authorized to Drive
☐ Vehicle Inspection Log
  - Vehicle
  - Date
☐ Field Sanitation Inspection Log

- Date of Service
- By (initials of person)
- Cleaned/Serviced
- Potable Water & Soap
- Paper Towels
- Toilet Paper
- Trash Emptied
- ☐ Proof of Purchase of Rental Receipt of Sanitary Bathroom Facilities
- ☐ Proof of Purchase or Rental Receipt of Handwashing Facilities

Worker Training and Farm Safety
- ☐ OSHA Forms 300, 300A, 301
- ☐ How to Prepare for an Emergency or Disaster (English & Spanish)
- ☐ Emergency Response Plan
  - Farm Name
  - Address
  - Telephone
  - Contact Name
  - Last Revision Date
  - Employee Evacuation System
  - Person Responsible for Farm Roster at Evacuation Site
  - Evacuation Site Location
- ☐ Farm Roster
  - Name
  - Phone
  - Special Assistance Needed
- ☐ List of Important Numbers
- ☐ In Case of Medical Emergency
  - Name of Person Training in CPR, First Aid or AED
  - Contact Number
  - Location of First Aid Kits

- Location of Automated External Defibrillator (AED)
- ☐ In Case of Fire Emergency
- ☐ In Case of Severe Weather/Tornado Sheltering
  - Severe Weather/Tornado Shelter Locations
  - Assigned Person to Monitor Severe Weather
  - Assigned Person to Direct People to Shelter
- ☐ Worker Safety Training Records
  - Farm Name
  - Source of Training
    - Verbal Discussion
    - Training Video
    - Tailgate Training Kits
    - Farm Safety & Compliance Event
  - Trainer name
  - Year
  - Training Topics
  - Printed Name of Worker
  - Signature of Worker
  - Date
- ☐ Worker Crop Integrity Training Records
  - Farm Name
  - Source of Training
    - Verbal Discussion
    - Training Video
    - Tailgate Training Kits
    - Farm Safety & Compliance Event
  - Trainer name
  - Year
  - Training Topics
  - Printed Name of Worker

- Signature of Worker
- Date