

Annual Report Form

Demeter Certification Trademark

Fill out all sections. Demeter sees the farm as a whole so include **all your farm activities**, not just parts you want to have certified. If any farm is not big enough, use an additional sheet. Number the sheet and put it at the **end** with other numbered documents. On-farm processing: use processing check list as well.

1. Registration

Full name of applicant(s) (as would go on a Demeter certificate):		
Name of Farm/Gardens:		
Physical location:		
Postal address:		
End of financial year (for levy purposes)	Area of all land managed (ha)	
Date of most recent advisory or inspection visit (if any)		
Phone	Fax	Email

If any contact details (postal, phone and fax etc) are different from the Association's records, those records may be altered.

The produce I/we wish to have certified is
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(The whole production process must be within the standards, be reported and be able to be inspected. So, for example, "beef" requires assessment of an abattoir, whereas "cattle" does not)

Tick here if you want your inspection to examine additional US Demeter requirements

Declaration:

This form and my/our *Management Plan* and *Farm Profile* together give a complete and accurate report of my/our farming activity for the period beginning (18 months before this year's closing date as below) and ending.....(this year's closing date)

Signed..... Date signed/...../200....

"Closing date" is no more than a few days before you post this report. The report should cover all activities up to closing date. Closing date weeks or months before posting is not acceptable.

Changes

If you have previously filed a Demeter Annual Report, give details of any change you are proposing from the last certification request you made (e.g. new land added, request additional product be considered):

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.....

.....

Breakdown of land managed

Give areas of major crops or production areas here. See notes before completing

Total production area (Ha)

Major crop	Total area	Productive area	Non-productive area (headlands, races etc)

Native forest (Ha)
 (State if any in protective covenants)

Exotic woodlands (Ha, type)

Water (Ha, type).....
 (Include only significant areas such as lakes – do not include small dams for stock watering)

Other unfarmed areas (Ha)

.....
 (State what these areas are and why not farmed)

2. Exemptions and special conditions.

If you had been already certified you might have been recorded as having special conditions approved. The main possibilities are listed below. If you wish to request one of these permissions please use the space at the foot of the page.

2.1 Dehorning cattle. *Either recorded "Permission was given to dehorn cattle. According to Demeter International requirements, this permission must be renewed each year if it is to continue. If you wish to dehorn cattle in the coming year, please put 'Yes' in the appropriate box." OR recorded "No permission given."*

2.2 Carrying dehorned cattle on-farm. *Either recorded "Permission was given to carry dehorned cattle. According to Demeter International requirements, this permission must be renewed each year if it is to continue. If you wish to carry dehorned cattle in the coming year, please put 'Yes' in the appropriate box." OR recorded "No permission given."*

2.3 Using non-organic seeds. *Either recorded "Permission was given to use non-organic seeds because no suitable organic seeds were available, so long as a procedure in your management plan is followed. If you wish this permission to be renewed for the coming year, please put 'Yes' in the appropriate box." OR recorded "No permission given."*

2.4 Bringing-in non-organic plants. *Either recorded "Permission was given to use non-organic plants because no suitable organic plants were available, so long as a procedure in your management plan is followed. If you wish this permission to be renewed for the coming year, please put 'Yes' in the appropriate box." OR recorded "No permission given".*

2.5 Other. *Either recorded "Permission was given to <special case> . If you wish to have this permission renewed for the coming year, please put 'Yes' in the appropriate box." OR recorded "No permission given".*

Would you have used permission during the year? Y/N	Is this permission still needed? Y/N

If you need permission for one of the above explain below which you seek and why

3. Breakdown of land managed

Give areas of major crops or production areas here. See notes before completing

Total production area (Ha)

Major crop	Total area	Productive area	Non-productive area (headlands, races etc)

Native forest (Ha)
 (State if any in protective covenants)

Exotic woodlands (Ha, type).....

Water (Ha, type).....
 (Include only significant areas such as lakes – do not include small dams for stock watering)

Other unfarmed areas (Ha)

 (State what these areas are and why not farmed)

4. Biodynamic Field Spray Preparations, Composts and Liquid Manures Spread

Type	Where from? (Ensure source info listed last column this page or in s.7 or s.9 below)	Where used? (Write "Whole farm" or give reference to farm map. Ensure farm map is supplied)	Prepped?-Y /N (Liquid anures and CPP only)	What rate? (portions or weight /ha)	When was it used (date)?	Refer to document number
P500	BD Assoc	Blocks: Home, Well, 3 rd Gully, Simpsons	n/a	2.5 port/ha	17 Aug 2010	11 (source); Map 2

6. Propagating and planting out – seeds, plants and plant materials (own and brought-in)

Record of propagating and planting out - list seeds, plants and any other plant materials for propagating (rootstocks, budwood etc.) used

Type, variety	Source e.g. Own, Seed company name	Certification e.g. D, BG, AQ, OFNZ, Other, None	When used?	Used for	Refer to document number
Any permanent trees or crops removed?					

7. Brought-in manures, fertilizers & composting & mulch materials (include all plant materials not in 0 above)

Material	Amount brought-in during reporting period	Where did it come from?	BioGro approved?	How much used ?	Where was it used? (Paddock no. and/or crop)	When was it used?	Amount left (at report close-off date)	Refer to document number
E.g. RPR	50kg	Joe's Ag Ltd, Waipa	Yes	all	Block 1 & dam block	13/5/10	nil	13a
Lime								
RPR								
Trace element mixes								
Rock dusts								
Other mineral fertilizers								
Saw dust								
Factory wastes								
Seaweed								
Fish waste								
Other materials gathered in the wild								
Other plant/ animal wastes								
Ready-made liquid fertilizers								
Ready-made composts								
Mulch materials - plant origin								
Potting mix materials of plant origin								
Ready-made potting mixes								
Plastic mulches								
Other brought-in materials								
Other								

8. Composts and liquid manures made

Type (e.g. liquid seaweed manure)	How much made? (Measure at start)	Date maturing completed	Observations (heating, bubbling etc)	Observations of final quality	Brought-in materials used listed in 7 above?	How much left in stock at end of period?	Refer to document number

9. Biodynamic preparations and cowpat pit made (list what you made)

Type	Record form doc number

Type	Record form doc number

Please answer every question or put a line through the space

11. Residues & Contamination

	Yes/no	Doc numb
Was information collected during the year on residues in your produce?		

If yes, attach details

Attach any residue test results not already supplied

Were there any contamination incidents – e.g. spray drift – during the year?		
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If yes, attach details

12. Housekeeping of buildings

Cleaning and insect/fungal/bacterial control materials used in stores and packing/processing areas (include dairy sheds) (Rodents and similar go in section 13 below)

Material – trade name	Active ingredient (copy from label)	Where used?	Why used?	How used?	Refer to doc number

Please answer every question or put a line through the space

13. Control of other pests – possums, rodents, etc

Type of pest	Control method	Material used (copy from label)*	Where used?	Conditions of use e.g. enclosed baits, how much used	When?	Refer to document number

14. Chemical storage

Chemicals, pesticides, fungicides, herbicides etc. stored on property

Material (copy from label)*	How much brought-in during period?	How much in stock at end of period?	Why stocked?	Where stored?	Refer to document number

Please answer every question or put a line through the space

15. Cropping – intensive gardening and arable farming

15.1 Intensive gardening. List significant changes to the balance of crops and or rotation pattern from last year (even if they are within the management plan)

15.2 Arable farming.

Crop	Yield	Paddock	Previous crop

16. Stocking rate - manure loading on land

Livestock type/breed	Average number on farm	Nitrogen (kg) produced per animal per yr*	Total nitrogen	Default figures for nitrogen output per animal per year
E.g. Friesian Bulls	3	64	192	Breeding bulls 64 kg; Cows & cattle over 2yrs 56 kg; Cattle 1-2 yrs 40 kg; Calves 16 kg; Sheep & goats over 1 yr 4 kg; Sheep & goats up to 1yr 2.4 kg; Breeding sows with piglets 26.4 Poultry 0.7 kg
Total Nitrogen				

- Use the default figures unless you have better figures – e.g. those calculated from feed budgets

17. Livestock reconciliation

Either

- A. Attach copy of your reconciliation(s) as supplied to IRD, and write "IRD details attached, document number" across the form below, or
- B. Copy data from it/them into the table.

Breed & type	Opening stock numbers	Closing stock numbers
<i>E.g. Mixed age Angus cows</i>	<i>20</i>	<i>18</i>
Changes	Gains (Born or brought-in)	Losses (Killed, died, sold, culled, etc)
<i>E.g. Mixed age Angus cows - sales</i>		<i>2</i>
Totals (should be equal)		

Check brought-in livestock (and semen) declared in 20 below

18. Grazing off (Attach certificates from property manager)

Species, breed, type	No of animals	Unambiguous iden – tification	Date out	Where to? (name of farm/farmer)	Date back	Time in quaran.	Ref doc no.
<i>E.g. Friesian cows</i>	<i>25</i>	<i>RFID tags</i>	<i>18/7/10</i>	<i>J. Moss, Awaru Farm</i>	<i>20/9/10</i>	<i>48hr</i>	<i>17</i>

Please answer every question or put a line through the space

20. Brought-in livestock – not including your own returning which go in section 0 above

Identification				Source	Status	Drugs and treatments					
Date onto property	No. of animals	Type of stock – species, breed, age, sex	How identified - unambiguously?	Where from?*	Verified *** certification? (What cert?)	Date of last drug treatment	Drug used	Longest W/h period on label	Quarantined?	Date out of quarantine	Refer to document number
E.g. 1/4/11	22	Suffolk 2th ewes	Different breed from other sheep	Joe Brown	No - uncert	2/3/11	Troika	21days	Yes	15/4/11	28

*Unambiguous identification - we need details of actual tag numbers and markings, so the inspector can identify them from this report
 **Where from: Give enough detail to match what's in this table to the attached certificate or management declaration. Attach full details.
 ***Certification: Certified animals require documentation, or status is lost. Attach details in numbered document.

Have your livestock been under TB movement control in the period?.....

Please answer every question or put a line through the space

22. Other animal welfare

22.1 Surgical procedures and mutilations

	Breed and type	How many?	Age of animal	When?	Why?	Refer to document number
Tail dockings						
Nose ringings						
Castrations						
De-beakings						
Teeth cutting						
Velvettings						
De-hornings						
Other						

If drugs used, record in livestock treatment form

22.2 Close confinement of animals – does not include short period in crush e.g. for foot treatment, but does include calves, piglets, chicks etc. in special pens.

Confinement by	Breed & type	How many?	Age of Animal	When confined?	How long for?	Why?
Tethering						
Pig pen						
Crate						
Farrowing pen						
Cage						
Fowl house or barn						
Other						
Other						

24. Departures from management plan and changes to plan proposed.

Please look through the information you have provided, and compare it with the management plan.

If you stayed within your plan – including doing all the things the plan said you would – put a tick in every line of “Kept to plan” column.




Is your plan adequate for the future? Does it need changing? If you want to make changes, enclose a revised plan with the changes tracked and tick “Have attached proposed revised plan” for that item.

Section	Kept to plan Yes - tick No- X	Proposed revised plan attached Tick if yes
4. Manures and preparations sprayed		
5. Compost preparations		
6. Propagating / planting out		
7. Brought-in manures, etc.		
8. Composts and liquid manures		
9. Preparations made		
10. Spray diary		
11. Residues and contamination		
12. Buildings – house-keeping		
13. Possum etc control		
14. Chemical storage		

Section	Kept to plan Yes - tick No- X	Proposed revised plan attached Tick if yes
15. Gardening and arable		
16. Stocking rate		
17. Livestock reconciliation		
18. Grazing-off		
19. Supplement -ary and conserved feeds		
20. Brought-in livestock		
21. Livestock treatment		
22. Livestock mutilations/ confinement		
23. Produce harvested and despatched		

25. Checklist

Check that you have:

1. Made entries in every table or diagonally crossed out the whole table
 2. Where needed, completed and attached the *Farm Profile* and *Management Plan*, including **black & white** maps and plans (max size A3) which may require:
 - a. Basic farm map, showing paddocks/blocks, buildings, hedges, boundaries/fences, shelter/spray belts, cross boundary (neighbour's) activities, quarantine paddock if you have livestock. *Do not colour code.*
 - b. Map showing areas having or proposed for different certifications. *Do not use colour.* Indicate different status by cross hatching e.g.
Conventional  In conversion to Demeter  Full Demeter 
 - c. Map showing locations of permanent crops. *Do not use colour*
 - d. Map showing areas where prohibited materials have been used *Do not use colour*
 - e. Plan(s) of buildings used for processing *Do not use colour*
 - f. Map (B&W) showing relationship between separated parts of the farm i.e. not contiguous.
 - g. Map showing any special areas e.g. not sprayed with preparation 500 *Do not use colour*
 - h. Map showing outline of crop rotations *Do not use colour*
- (Limit detail on any one map – separate maps are preferable to one map with too many details.)
3. Attached biography forms for preparations made
 4. Attached certificates or packing slips for brought-in preparations
 5. Attached certificates showing acceptability of brought-in manures, fertilisers, composting and mulch materials, including: (*Do not use colour highlighting*)
 - ♦ RPR ♦ Trace element mixes ♦ Other mineral fertilisers ♦ Animal manures ♦ Factory wastes ♦ Seaweed ♦ Fish waste
 - ♦ Other materials gathered in the wild ♦ Other materials for making compost and liquid manures
 - ♦ Ready made liquid fertilisers (include how you prepped them) ♦ Ready made composts (include how you prepped them) ♦ Potting mix materials ♦ Ready made potting mixes
 - ♦ Plant origin mulch materials ♦ Any other brought-in manures or materials
 6. Attached certificates for brought-in plant material, including:
 - ♦ Brought-in seed ♦ Brought-in plants ♦ Brought-in budwood and grafting material
 7. Attached certificates for brought-in feeds and licks
 8. Attached management statement for animals grazed off
 9. Attached certificates for brought-in livestock (including semen)
 10. Attached documentation of processing out-work
 11. Attached supplier statements and/or certification proof for processing aids, additives and ingredients.
 12. Attached soil/plant/water test results obtained during the year.
 13. **Ensured that all certificates for brought-in materials indicate that the material is not a GM organism or the product of a GM organism. (Either an organic certificate or a specific no-GM declaration is required)**
 14. Ensured that every document is numbered and the number entered in the reference column