

# Other Demeter Forms



### About maps

The inspectors use these:

- to see the layout of your farm,
- to follow processes like crop rotation and animal quarantining
- to identify neighbouring activities and cross boundary threats.

Maps are also important

- if part of your farm is outside the standards, or
- if part is at a different certification level from the rest. In that case certification may very well depend on a clear picture of what happened where

We don't need a separate map for each item, but we do need not too much detail on any one map. Most applicants will need to supply only one or two maps. Please **don't** send coloured maps, maps bigger than A3 or aerial photos. We will have to charge you extra if you do.

Suggestion:

Make a master copy of the map of your farm. Start each map from a photocopy of the master then add other detail. Alternatively, use a computer mapping system.

### Traps for the unwary

*In certificates and product information for brought in materials.*

Do materials meet the standards? Well, what's in those commercial products? Check **before** you buy. (We later check that you checked). Suppliers change their recipes any time they like – so up-to-date written information such as product data sheets or labels is essential. **Last year's** product sheet or label tells you **nothing much** about **this year's** purchase.

### About particular questions

#### Q1. Demeter Certification elsewhere

Demeter is an independent certification from country to country but in most other countries Demeter New Zealand certification should be enough to have your products recognized as Demeter. It's a good practice to check with the proposed Demeter importer that you have met all necessary conditions, and this is also a requirement of the NZ Demeter standards. Demeter importers must source product from licensed Demeter exporters, so if you are proposing to export Demeter produce, you need to find a licensed Demeter exporter or become one yourself.

There are a few exceptions to the above international recognition arrangements:

Demeter USA has supplementary requirements which we can audit your enterprise against.

There is a place on the annual report form for you to ask for this. Additionally, we must notify

Demeter USA of your details if you propose to export to that country, and your labelling must be approved by them.

Demeter Australia is not part of the Demeter International system. We know that Demeter Australia does not accept produce from farms that use flow forms to stir the preparations, but other requirements should be checked separately.

The Demeter International arrangements are separate from government requirements. If there are government regulations of organic/biodynamic produce in the destination country they must be managed separately. Demeter New Zealand does not certify compliance with foreign organic laws.

**Q1. Declaration.** Please ensure that you sign and date this – a number of people forget to.

**Q2. Exemptions.** The Demeter International standards prohibit both dehorning and the presence of dehorned cattle. They also require organic seeds and plants to be used if available. Demeter New Zealand can give exemptions if there is a reason. Exemptions **must** be renewed each year or they lapse.

**Q3. Preparations, etc.** In this table you tell us what preparations, composts and liquid manures you **used**; in Q7 or Q8 you tell us what you **made**.

To link the two we ask you to give each batch a name or identifier, and use the same identifier for the same batch (or part of a batch) in **all** your answers

**Q5. Brought-in manures, etc.** This asks for a report a bit like a balance sheet. How much did you have in the bank when the year started, how much has been added, how much has been used, how much is left? In addition, when you say how much has been used, you tell us where and how you used it

In the example, 50kg RPR was left in stock from a previous year and another 50kg brought-in to put 2kg/ha over 35 ha.

As well as filling out this table you supply supplementary documents such as BioGro certificate and invoice for the batch (referring to BioGro certified product) to show it was within the standards.

**Q7 and Q8. Liquid manures and biodynamic preparations made.** **Q7** (preparations) asks for **less** information than **Q6** (manures) because extra information is collected in **separate preparation record forms**.

**Q9. Spray diary.** The example on the form is for a block of stone fruit sprayed with Kocide DF (dry flowable) to prevent brown rot.

*More about copper sprays:*

The standards allow a maximum of 3kg of copper per hectare per year on (only) those crops that are permitted to be sprayed with copper.

*How much can spray can I use?*

What's the active ingredient is in the spray you want to use? Check label of product. If it's Copper hydroxide, that's 65% copper (or 0.65 as a decimal). Divide by 0.65, and by percentage of active ingredient expressed as a decimal.

E.g. The label for SuperGlugg copper says it's 50% (0.5) w/w copper hydroxide as a wettable powder.

Amount of SuperGlugg permitted (per ha per yr)      =  $3\text{kg} \div 0.65 \div 0.50$   
= 9.23 kg

If the active ingredient is stated as "copper", divide by the percentage expressed as a decimal.

E.g. The label for ExtraGlugg says it's 28 percent w/w copper in a wettable powder

Amount of ExtraGlugg permitted (per ha per yr)      =  $3\text{kg} \div 0.28$   
= 10.7 kg

Bordeaux or Burgundy mixtures, use blue copper sulphate crystals. These are mostly water and only about 25% copper. So the limit is 12kg of blue copper sulphate per hectare per year.

The above figures convert approximately to

**Per acre per year:**

1.21 kg of copper

1.86 kg of copper hydroxide

4.85 kg of copper sulphate.

**Per m<sup>2</sup> per year:**

0.3 grams of copper

0.46 grams of copper hydroxide

1.2 grams of copper sulphate.

Copper limits are being progressively reduced to zero by some overseas organic laws, and all NZ standards may have to follow suit.

**Q16. Manure Pressure**

How much nitrogen do my livestock add to the soil each year? If feed is brought-in the nitrogen in it adds to what is fixed by your own clover. Default figures for the amount of nitrogen produced are printed on the form. If you have better information, for example from feed budget calculations, please supply it.

**Q18. Livestock reconciliation.** This is arranged like a balance sheet. Please check that the figures add up at the bottom – otherwise there is a mistake somewhere.

**Q19. Brought-in feed.** There are several examples given here. The uncertified feed restrictions are calculated according to “production period”, which depends on how often a product is obtained from the animal.

*Feed calculations.*

Inspectors calculate brought-in feed and grazing as follows:

1 s.u. eats approx 520 kg DM/yr

Calculate total DM in any uncertified brought-in feed. See similar publications as above for tables of amount of dry matter in various types of feed.

Calculate grazing-off - what percentage of the relevant period (see standards) did any animal spend away? Convert this to kg of DM eaten while away.

Add brought-in uncertified feed to find total uncertified feed.

What percentage of the total feed is this?

Consult standards to check allowable limits. Daily limits may also apply.

*Calculation example:*

E.g. 2 standard small bales of uncertified hay per day are fed to 20 Friesian milking cows.

One bale is about 18kg dry matter.

|                                                     |                                |
|-----------------------------------------------------|--------------------------------|
| So total uncertified feed fed per day               | = 2 x 18                       |
|                                                     | = 36 kg DM/day                 |
| A Friesian is approx 8 s.u., so total feed (approx) | = 20 x 8 x 520                 |
|                                                     | = 83,200 kg DM per year,       |
|                                                     | = 83,200 kg ÷ 365 kg DM/day    |
|                                                     | = 228 kg DM/day                |
| Percent of uncertified feed fed                     | = (36 ÷ 228) x 100             |
|                                                     | = 15.8 %, well over the limit. |

**Q20. Grazing-off.** See the example in Q21 for additional information on how to answer this.

**Q22. Brought-in livestock.** In the example, the quarantine period would be 2x14 days, but is reduced by the 17 days between drenching and the livestock being brought-in. The last column, “onto which paddock” is needed, because if a mistake is made the land may have to be decertified.

**Q23. Livestock treatment.** The example on the form shows how to enter information about regular treatments with permitted materials

## 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 form 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 |
|--------------------------------------------|

(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):

.....

.....

.....

.....

**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 |
|-----------------------------------------------------|--------------------------------------|
|                                                     |                                      |
|                                                     |                                      |
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**If you need permission for one of the above explain below which you seek and why.**

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### 3. ***Biodynamic Preparations, Composts and Liquid Manure Application Diaries***

#### 3.1. **Field spray preparations 500, 501**

| Prep type | Where did it come from? | When made/ brought-in?# | Where used? (e.g. crop name <i>or</i> paddock number as on maps <i>or</i> area (ha or m <sup>2</sup> )) | How much was used? | When was it used (date)? |
|-----------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
|           |                         |                         |                                                                                                         |                    |                          |
|           |                         |                         |                                                                                                         |                    |                          |
|           |                         |                         |                                                                                                         |                    |                          |
|           |                         |                         |                                                                                                         |                    |                          |
|           |                         |                         |                                                                                                         |                    |                          |
|           |                         |                         |                                                                                                         |                    |                          |

#### 3.2 **Composts, cow pat pit and liquid manures used**

| Type | Where did it come from? | When made/ brought-in?# | Where used? (e.g. crop name <i>or</i> paddock number as on maps <i>or</i> area (ha or m <sup>2</sup> )) | How much was used? | When was it used (date)? |
|------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
|      |                         |                         |                                                                                                         |                    |                          |
|      |                         |                         |                                                                                                         |                    |                          |
|      |                         |                         |                                                                                                         |                    |                          |
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|      |                         |                         |                                                                                                         |                    |                          |
|      |                         |                         |                                                                                                         |                    |                          |

**Attach certificates or invoices for any materials brought in.**

**Supply a map of any areas that did not receive field sprays 500 or 501.**

**# The date here for things you made yourself should be the same as in 7 below (or a similar table in a previous year's report)**



#### 4. Brought-in plant materials for propagating

List seeds, plants and any other plant materials for propagating (rootstocks, budwood etc.) brought-in during the period

| Certified Demeter Seeds, Plants and Plant Materials* |                                                  |
|------------------------------------------------------|--------------------------------------------------|
| Type, variety                                        | Source                                           |
| <i>E.g. Tomato, MoneyMaker</i>                       | <i>E.g. Joe Smith, Anvil Farm, RD1, Colville</i> |
|                                                      |                                                  |
|                                                      |                                                  |
|                                                      |                                                  |
|                                                      |                                                  |

| Certified Bio-Gro Seeds, Plants and Plant Materials* |        |
|------------------------------------------------------|--------|
| Type, variety                                        | Source |
|                                                      |        |
|                                                      |        |
|                                                      |        |
|                                                      |        |
|                                                      |        |
|                                                      |        |
|                                                      |        |

| Uncertified, untreated Seeds, Plants and Plant Materials* |        |
|-----------------------------------------------------------|--------|
| Type, variety                                             | Source |
|                                                           |        |
|                                                           |        |
|                                                           |        |
|                                                           |        |
|                                                           |        |

| Other Seeds, Plants and Plant Materials |        |
|-----------------------------------------|--------|
| Type, variety                           | Source |
|                                         |        |
|                                         |        |
|                                         |        |
|                                         |        |
|                                         |        |

**\*For seeds etc. stated by supplier to be certified or untreated please attach documents supporting the seed supplier's claim. See also 6.1 & 6.2 where you say where/how they were used.**

### 5. Brought-in manures, fertilizers & composting & mulch materials (include all plant materials not in 4 above)

| Material                                  | Amount on hand, start of period (Note 1) | Amount brought-in, during the period | Where did it come from?         | How much used this period? (Note 2) | Where was it used? (Paddock no. & crop or compost etc batch) | When was it used? | Amount left at end of the period (Note 3) |
|-------------------------------------------|------------------------------------------|--------------------------------------|---------------------------------|-------------------------------------|--------------------------------------------------------------|-------------------|-------------------------------------------|
| E.g. RPR*                                 | 50kg                                     | 50kg                                 | Joe's Agri-nutrients Ltd, Waipa | 70kg                                | Kete nos 1, 3, 6 + 7 blocks - 70ha pasture                   | 13/5/04           | 30kg                                      |
| Lime                                      |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| RPR*                                      |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Trace element mixes*                      |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Rock dusts*                               |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Other mineral fertilizers*                |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Saw dust (*)                              |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Factory wastes (*)                        |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Seaweed (+or*)                            |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Fish waste (+or*)                         |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Other materials gathered in the wild (+)  |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Other plant/ animal wastes (+or*)         |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Ready-made liquid fertilizers (*)         |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Ready-made composts (*)                   |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Mulch materials of plant origin (*)       |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Potting mix materials of plant origin (*) |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Ready-made potting mixes (*)              |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Plastic mulches (*)                       |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Other brought-in materials (+or*)         |                                          |                                      |                                 |                                     |                                                              |                   |                                           |
| Other                                     |                                          |                                      |                                 |                                     |                                                              |                   |                                           |

\* Attach a supplier's confirmation of status, or an analysis sheet for these brought in materials, etc.  
 +Attach your own description of source etc.

Note 1: If details were not previously supplied, attach information. These numbers should be the same as the closing numbers on last years' report

Note 2: Include all used – whether in stock or brought-in during the period

Note 3: These numbers will be the opening numbers on next year's report.

## 6. Propagation of all plants and removal of trees and permanent plants

### 6.1 Formed plants: Trees, hedges, seedlings, and permanent crops

| Plant variety | State e.g. seedling, grafted bush | Where planted or removed? | Ha, m <sup>2</sup> or number of plants | When set out? | Propagation only: Brought-in or own?* |
|---------------|-----------------------------------|---------------------------|----------------------------------------|---------------|---------------------------------------|
|               |                                   |                           |                                        |               |                                       |
|               |                                   |                           |                                        |               |                                       |
|               |                                   |                           |                                        |               |                                       |
|               |                                   |                           |                                        |               |                                       |
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|               |                                   |                           |                                        |               |                                       |
|               |                                   |                           |                                        |               |                                       |

### 6.2 Plant material: Seeds, budwood and grafting materials

| Plant variety | Material (e.g. budwood, seeds) | Where used? | Hectares or sq. m. | When used? | Brought-in or own?* |
|---------------|--------------------------------|-------------|--------------------|------------|---------------------|
|               |                                |             |                    |            |                     |
|               |                                |             |                    |            |                     |
|               |                                |             |                    |            |                     |
|               |                                |             |                    |            |                     |
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|               |                                |             |                    |            |                     |
|               |                                |             |                    |            |                     |
|               |                                |             |                    |            |                     |

**\*Check brought in items have been declared in 4 above.**

**7. Composts (including cow pat pit) and liquid manures made on the property**

| Type (e.g. liquid seaweed manure) | How much made? (Measure at start) | Date lifted or maturing completed | Observations (heating, bubbling etc) | Observations of final quality | How much left in stock at end of period? |
|-----------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|-------------------------------|------------------------------------------|
|                                   |                                   |                                   |                                      |                               |                                          |
|                                   |                                   |                                   |                                      |                               |                                          |
|                                   |                                   |                                   |                                      |                               |                                          |
|                                   |                                   |                                   |                                      |                               |                                          |
|                                   |                                   |                                   |                                      |                               |                                          |
|                                   |                                   |                                   |                                      |                               |                                          |

**Check that any brought in materials – used in these composts and manures and ready made composts – are declared in section 5 above**

**8. Biodynamic preparations made**

| Preparation | Dates lifted (as used in 3 above) | Amount made | Checked by | Tick when preparation record attached. |
|-------------|-----------------------------------|-------------|------------|----------------------------------------|
| 500         |                                   |             |            |                                        |
| 501         |                                   |             |            |                                        |
| 502-507     |                                   |             |            |                                        |
| CPP         |                                   |             |            |                                        |

**Preparation records must be attached**



Please answer every question or put a line through the space

### 10. Residues & Contamination

Yes/no

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| <b>Was information collected during the year on residues in your produce?</b> |  |
|-------------------------------------------------------------------------------|--|

If yes, attach details

Attach any residue test results available (Item 14 in checklist, section O)

|                                                                                   |  |
|-----------------------------------------------------------------------------------|--|
| <b>Were there any contamination incidents – eg spray drift – during the year?</b> |  |
|-----------------------------------------------------------------------------------|--|

If yes, attach details

### 11. 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 12 below)**

| Material – trade name | Active ingredient (copy from label)* | Where used? | Why used? | How used? |
|-----------------------|--------------------------------------|-------------|-----------|-----------|
|                       |                                      |             |           |           |
|                       |                                      |             |           |           |
|                       |                                      |             |           |           |
|                       |                                      |             |           |           |
|                       |                                      |             |           |           |
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|                       |                                      |             |           |           |
|                       |                                      |             |           |           |
|                       |                                      |             |           |           |
|                       |                                      |             |           |           |

**\* Attach copy of label**

Please answer every question or put a line through the space

**12. 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? |
|--------------|----------------|----------------------------------|-------------|------------------------------------------------------|-------|
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |
|              |                |                                  |             |                                                      |       |

**13. 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? |
|-----------------------------|------------------------------------|-------------------------------------|--------------|---------------|
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |
|                             |                                    |                                     |              |               |

\* Supply copy of label

Please answer every question or put a line through the space

**14. Crop rotation:**

**14.1 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)**

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**14.2 Arable farming.**

| Crop | Yield | Paddock | Previous crop |
|------|-------|---------|---------------|
|      |       |         |               |
|      |       |         |               |
|      |       |         |               |
|      |       |         |               |
|      |       |         |               |
|      |       |         |               |
|      |       |         |               |

**15. Irrigation (all properties) List significant changes to the use of irrigation from last year (even if they are within the management plan)**

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**16. Stocking rate**

Farm was most heavily stocked on     /     /200

| Livestock type/breed     | Number at that date (N) | Stock units per animal (S) | Total stock units, this type (NxS) |
|--------------------------|-------------------------|----------------------------|------------------------------------|
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
|                          |                         |                            |                                    |
| <b>Total stock units</b> |                         |                            |                                    |

**Total area farmed..... Total stock units divided by area farmed ..... = stocking rate**

Please answer every question or put a line through the space

### 17. Livestock reconciliation

Either

- A. Attach copy of your reconciliation(s) as supplied to IRD, and write “IRD details attached” 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>         | 20                         | 18                                       |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
| Changes                                  | Gains (Born or brought-in) | Losses (Killed, died, sold, culled, etc) |
| <i>E.g. Mixed age Angus cows - sales</i> |                            | 2                                        |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
|                                          |                            |                                          |
| <b>Totals (should be equal)</b>          |                            |                                          |

Check brought-in livestock (and semen) declared in 22 below

### 18. Livestock today – snapshot. State livestock numbers at today’s date (...../...../200.....)

| Breed, type | No. |
|-------------|-----|
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |

| Breed, type | No. |
|-------------|-----|
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |
|             |     |



## 21. Supplementary and Conserved Feeds Obtained and Used

Use convenient 12 month period (but same as last year or give reasons). From ...../...../..... to ...../...../.....

| Material                                  | In stock at start of period <sup>1</sup> | Amount new this year <sup>2</sup> | Where from (for b-in. feeds)* | Amount used this year | Left at end of the period <sup>3</sup> |
|-------------------------------------------|------------------------------------------|-----------------------------------|-------------------------------|-----------------------|----------------------------------------|
| <b>b.i.= brought-in</b>                   |                                          |                                   |                               |                       |                                        |
| Hay, small bales – home made.             |                                          |                                   |                               |                       |                                        |
| Hay, small bales – Demeter b.i.           |                                          |                                   |                               |                       |                                        |
| Hay, small bales – Bio-Gro b.i.           |                                          |                                   |                               |                       |                                        |
| Hay, small bales – uncert. b.i.           |                                          |                                   |                               |                       |                                        |
| Hay, large round – home made              |                                          |                                   |                               |                       |                                        |
| Hay, large round – Demeter b.i.           |                                          |                                   |                               |                       |                                        |
| Hay, large round – Bio-Gro b.i.           |                                          |                                   |                               |                       |                                        |
| Hay, large round – uncert. b.i            |                                          |                                   |                               |                       |                                        |
| Hay, large square – home made             |                                          |                                   |                               |                       |                                        |
| Hay, large square – Demeter b.i.          |                                          |                                   |                               |                       |                                        |
| Hay, large square – Bio-Gro b.i.          |                                          |                                   |                               |                       |                                        |
| Hay, large square – uncert. b.i.          |                                          |                                   |                               |                       |                                        |
| Haylage, round – home made                |                                          |                                   |                               |                       |                                        |
| Haylage, round – Demeter b.i.             |                                          |                                   |                               |                       |                                        |
| Haylage, round – Bio-Gro b.i.             |                                          |                                   |                               |                       |                                        |
| Haylage, round – uncert. b.i.             |                                          |                                   |                               |                       |                                        |
| Haylage, square – home made               |                                          |                                   |                               |                       |                                        |
| Haylage, square – Demeter b.i.            |                                          |                                   |                               |                       |                                        |
| Haylage, square – Bio-Gro b.i.            |                                          |                                   |                               |                       |                                        |
| Haylage, square – uncert. b.i.            |                                          |                                   |                               |                       |                                        |
| Grain – home grown                        |                                          |                                   |                               |                       |                                        |
| Grain – Demeter b.i.                      |                                          |                                   |                               |                       |                                        |
| Grain – Bio-Gro b.i.                      |                                          |                                   |                               |                       |                                        |
| Grain – uncert. b.i                       |                                          |                                   |                               |                       |                                        |
| Maize silage – home made (estimate kg DM) |                                          |                                   |                               |                       |                                        |
| Maize silage – Demeter b.i.               |                                          |                                   |                               |                       |                                        |
| Maize silage – Bio-Gro b.i.               |                                          |                                   |                               |                       |                                        |
| Maize silage – uncert. b.i                |                                          |                                   |                               |                       |                                        |
| Crop residues – home made(estimate kg DM) |                                          |                                   |                               |                       |                                        |
| Crop residues – Demeter b.i.              |                                          |                                   |                               |                       |                                        |
| Crop residues – Bio-Gro b.i.              |                                          |                                   |                               |                       |                                        |
| Crop residues – uncert. b.i               |                                          |                                   |                               |                       |                                        |
| Molasses – certified organic              |                                          |                                   |                               |                       |                                        |
| Molasses – uncertified                    |                                          |                                   |                               |                       |                                        |
| Licks                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |
| Other                                     |                                          |                                   |                               |                       |                                        |

\* **Attach supplier statements for brought-in feeds of all types**

**1= Last year's closing figures 2= Amount made or brought-in 3= Will be opening figures for next year**





Please answer every question or put a line through the space

## 24. Other animal welfare

### 24.1 Surgical procedures and mutilations

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

*If drugs used, record in livestock treatment form*

24.2 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              |              |           |               |                |               |      |



**26. Departures from management plan and changes to plan proposed.**

**Please look through the information you have provided, and compare it with the management plan previously sent to us.**

**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<br>Yes - tick<br>No- X | Proposed revised plan attached<br>Tick if yes | Section                               | Kept to plan<br>Yes - tick<br>No- X | Proposed revised plan attached<br>Tick if yes |
|-----------------------------------------------|-------------------------------------|-----------------------------------------------|---------------------------------------|-------------------------------------|-----------------------------------------------|
| 2. Exemptions and special conditions          |                                     |                                               | 13. Chemical storage                  |                                     |                                               |
| 3.1 Manures and preparations sprayed          |                                     |                                               | 14. Crop rotation                     |                                     |                                               |
| 3.2 Composts & other liquid manures           |                                     |                                               | 15. Irrigation                        |                                     |                                               |
| 3.3 Compost preps and cowpat pit inoculant    |                                     |                                               | 16. Stocking rate                     |                                     |                                               |
| 4. Brought-in plant materials for propagating |                                     |                                               | 17. Livestock reconciliation          |                                     |                                               |
| 5. Brought-in manures, etc.                   |                                     |                                               | 18. Livestock snapshot                |                                     |                                               |
| 6.1 & 6.2 Plant propagation activity          |                                     |                                               | 19. Non Demeter feeds                 |                                     |                                               |
| 7. Composts and liquid manures                |                                     |                                               | 20. Grazing-off                       |                                     |                                               |
| 8. Preparations made                          |                                     |                                               | 21. Supplementary and conserved feeds |                                     |                                               |
| 9. Spray diary                                |                                     |                                               | 22. Brought-in livestock              |                                     |                                               |
| 10. Residues and contamination                |                                     |                                               | 23. Livestock treatment               |                                     |                                               |
| 11. Buildings – housekeeping                  |                                     |                                               | 24. Livestock mutilations/confinement |                                     |                                               |
| 12. Possum etc control                        |                                     |                                               | 25 Produce harvested and despatched   |                                     |                                               |



## 27. 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 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
    - b. Map showing areas having or proposed for different certifications. Indicate different status by cross hatching e.g.  
Conventional  In conversion to Demeter  Full Demeter 
    - c. Map showing locations of permanent crops
    - d. Map showing areas where prohibited materials have been used
    - e. Plan(s) of buildings used for processing
    - f. Map showing relationship between parts of the farm that are separated, i.e. not contiguous.
    - g. Map showing any special areas e.g. not sprayed with preparation 500
    - h. Map showing outline of crop rotations
- (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:
    - ♦ 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. Clearly explained why it was necessary to de-horn cattle or have de-horned cattle on farm.
  11. Attached documentation of processing out-work
  12. Attached supplier statements and/or certification proof for processing aids, additives and ingredients.
  13. Attached soil/plant/water test results obtained during the year.
  14. Ensured that all certificates for brought-in materials indicate that the material is not a GM organism or the product of a GM organism.





The Bio Dynamic Farming and  
Gardening Assoc. in N.Z. Inc.

Founded on the work of Rudolf Steiner  
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Net: [www.biodynamic.org.nz](http://www.biodynamic.org.nz)

Version: Mar 06  
Changes to this  
form since the  
last (Dec 04)  
version:  
Chemical  
storage  
information  
added to 2.5

## The Management Plan Template for Demeter Certification

### **Purpose of this form:**

- ◆ To document management changes proposed – looking forward for the next one to two years
- ◆ To record a baseline for those changes – your current practices
- ◆ To complement the *Farm Profile* which provides historical information in general terms
- ◆ To complement the *Annual Report* which records specific details from the last reporting period.
- ◆ To alert you to non-compliances or breaches of the Demeter standards, before they occur.
- ◆ To enable the Assessment Group to alert you to non-compliances before they occur.

### **When working through this questionnaire for the first time:**

- ◆ You may find that an electronic master copy will be the easiest in the long run. There is no particular form for this – just use a blank word processing page and follow the template.
- ◆ **If not on computer, your plan must still be typed.** If you use a typewriter, leave room for future additions.
- ◆ Read this guide through to the end, before starting, so as to avoid unnecessary duplication.
- ◆ Use the headings in this guide i.e. the ones in the narrow column on the left. E.g. Other interests
- ◆ Keep the whole farm in mind.
- ◆ Aim to give a complete, clear picture.
- ◆ Include photos if you have them – add notes to them in the text at applicable points.
- ◆ Complete **all** the sections. If any part does not apply, please make sure you tell us. e.g. if the item “birthing” (s 5.3) doesn’t apply because no animals are born on property, please be sure to say so.)
- ◆ Use new, A4 (magazine size) paper. Other sizes are not acceptable.
- ◆ Don't use colour coding on maps – it can't be copied. Use shading, cross-hatching, etc. Maps no bigger than A3 (twice A4). No tracings or aerial photos.

### **Future plans**

- ◆ Please be sure to say what **changes you intend** to make in your management

### **When you have finished this questionnaire:**

- ◆ **Keep a master copy, either on paper or electronically.** You will refer to it during the year and also when filing amendments. (If you don't keep a copy you may incur a lot of extra work!)
- ◆ Send a copy in with the other Demeter papers – *Farm Profile, Annual Report*
- ◆ Send a printed copy, not an electronic one.

### **In the future:**

- ◆ You will need to notify amendments.
- ◆ An amended whole plan, with changes tracked is preferred
- ◆ A master copy – especially an electronic one – that you can make changes to will be invaluable.

**Don't forget to keep a high quality master copy for next year!**

## 1 BACKGROUND

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1.1 Aims and objectives</b></p>             | <p><b>State your aims and objectives. Include:</b></p> <ul style="list-style-type: none"> <li>• Current business and personal objectives for the property (<i>e.g. establish a stud flock, planned programme to convert the whole property to biodynamic management by a certain date, plan to supply local fresh vegetable market, future wish to establish own pack house etc.</i>)</li> <li>• List any developments underway (e.g. new plantings, fencing subdivision, building plans, start of new farm enterprises etc.)</li> <li>• Your farm's mission statement, if you have one.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>1.2 Other interests</b></p>                 | <p><b>Identify any other interests that might affect or conflict with Demeter certification. Include:</b></p> <ul style="list-style-type: none"> <li>• Land you currently own, lease, or lease out</li> <li>• Positions you or your staff or family hold</li> <li>• Services you or your staff or family provide (<i>e.g. animal health products, agricultural contracting, non-organic farming, marketing/promotion of conventional or other certified produce (give details of status), farm or farm related company directorships, consultancies, marketing/storage of prohibited materials, etc.</i>)</li> <li>• A list of ALL the sectors your business is involved in, from primary production through to processing and marketing of produce, including any consulting, contracting etc. undertaken by you, your family or any of your staff.</li> <li>• How you manage any conflicts between the above and your biodynamic farming</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p> |
| <p><b>1.3 Management and staffing</b></p>         | <p><b>Give details of your current management structure and staffing. Include:</b></p> <ul style="list-style-type: none"> <li>• Names of all individuals with day-to-day management responsibility.</li> <li>• Clear statements of who is responsible for what.</li> <li>• Details of the number of staff you employ, including casuals.</li> <li>• Flow charts or procedure summaries if available.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>1.4 Advice</b></p>                          | <p><b>Give your sources of advice. Include:</b></p> <ul style="list-style-type: none"> <li>• Paid and unpaid consultants and advisers</li> <li>• Mentors, including unpaid ones.</li> </ul> <p><b>State any changes you intend or need to make to your sources of advice.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>1.5 Staff training and awareness</b></p>    | <p><b>Describe staff training in relation to biodynamic farming. Include;</b></p> <ul style="list-style-type: none"> <li>• Training you provide for your manager(s) and other staff, in relation to biodynamic production and product integrity.</li> <li>• Details of arrangements to be followed when the licensee(s) is absent</li> <li>• List of any regular, planned or known absences.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>1.6 Contracts and other constraints</b></p> | <p><b>Outline any legal constraints on your freedom to farm. Include:</b></p> <ul style="list-style-type: none"> <li>• Contracts and covenants</li> <li>• Family trusts or interests of other family members</li> <li>• Leases including grazing leases</li> <li>• Outwork</li> <li>• Sharemilking agreements</li> <li>• Supply agreements etc.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 2 GENERAL MANAGEMENT POLICIES

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>2.1. Production Sectors</b></p>                 | <p><b>Describe all the different farm enterprises. Include:</b></p> <ul style="list-style-type: none"> <li>• A list of farm production sectors (e.g. egg production, sheep, fresh vegetables)</li> <li>• Hobby and kitchen garden enterprises (e.g. ponies; peonies)</li> <li>• On farm processing – see checklist in annual report</li> <li>• Marketing – where, how and to whom produce sold and how presented/packaged</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>2.2. Rotations</b></p>                          | <p><b>Describe current crop rotation policies except those for pasture (these are included with animal production.) Include:</b></p> <ul style="list-style-type: none"> <li>• Cultivation</li> <li>• Crop succession</li> <li>• Orchard sward management</li> <li>• Fallows, temporary leys if not grazed and similar.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>2.3. Soil management</b></p>                    | <p><b>Outline your soil management policies. Include:</b></p> <ul style="list-style-type: none"> <li>• How you maintain and enhance your soils.</li> <li>• Cultivation policies</li> <li>• Measures to avoid compaction and erosion (include retirement policies)</li> <li>• Crop rotation as it relates to soil health</li> <li>• Use of composts and green manures</li> <li>• Drainage development.</li> <li>• Measures to maintain or improve soil fertility, including monitoring strategies, planned fertiliser use, liming and use of trace elements, mulches etc.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                        |
| <p><b>2.4. Pest and weed control</b></p>              | <p><b>Describe main weed, pest and disease problems (other than in livestock) and your current ways of dealing with them. Include:</b></p> <ul style="list-style-type: none"> <li>• Noxious weeds or pests, especially if of official interest (e.g. regional council monitored compulsory control measures for nasella tussock, possums etc).</li> <li>• Specific management techniques such as crop rotations, orchard mowing</li> <li>• Specific sprays or pesticides</li> <li>• Why any pesticide etc. used is considered by you to be: <ul style="list-style-type: none"> <li>◆ Necessary ◆ Acceptable in terms of standards ◆ Preferable to other materials</li> </ul> </li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                   |
| <p><b>2.5. Brought-in materials (farm inputs)</b></p> | <p><b>What brought-in materials do you use, and how do you minimize the risk of contamination, including GE contamination? Include:</b></p> <ul style="list-style-type: none"> <li>• Seeds – include details of how any treated seeds are managed</li> <li>• Plant materials, such as seedlings, cuttings and nursery stock</li> <li>• Biological control materials</li> <li>• Mulching materials</li> <li>• Ready made composts</li> <li>• Composting materials (includes all non-mulch plant and animal wastes)</li> <li>• Mineral fertilisers</li> <li>• Trace element supplements</li> <li>• Other soil amendments</li> <li>• Stored items: state what materials such as insecticides, herbicides, fungicides, animal remedies, etc. you will keep in store, where you will keep them and why you have them. Be sure to state both the product name and the name of the active ingredients.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p> |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>2.6. Restricted inputs</b></p>               | <p><b>What inputs not freely permitted by the standards do you use (other than for livestock)? Include:</b></p> <ul style="list-style-type: none"> <li>• List of any restricted materials</li> <li>• For every restricted material – how you are reducing your reliance on it.</li> <li>• For every restricted material – when you intend to phase out use and how you will achieve this through changed management</li> <li>• Details of and explanation for use of any prohibited material</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>2.7. Machinery</b></p>                       | <p><b>What machinery do you use? Include:</b></p> <ul style="list-style-type: none"> <li>• List of main implements.</li> <li>• List of other machinery including stationary machinery.</li> <li>• Cleaning of any machinery or implements shared with non Demeter work.</li> <li>• Cleaning procedures and materials for hygiene (<i>e.g. milking machinery</i>).</li> <li>• Precautions for machinery with soil damaging potential e.g. rotary hoes, heavy machinery, dust creating cultivators, etc.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>2.8. Contractors</b></p>                     | <p><b>Outline your current reliance on outside contractors. Include:</b></p> <ul style="list-style-type: none"> <li>• Details of any protocols or documentation which govern their activities.</li> <li>• Managing risk of contractors, such as: <ul style="list-style-type: none"> <li>• Cultivation &amp; harvesting contractors</li> <li>• Pruners</li> <li>• Packers</li> <li>• Relief milkers</li> <li>• Hay and silage contractors</li> <li>• Dipping contractors</li> <li>• Veterinarians</li> </ul> </li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>2.9. Harvesting, storage and packing</b></p> | <p><b>Give details of how you harvest, store and prepare your produce for despatch. Include:</b></p> <ul style="list-style-type: none"> <li>• Harvesting machinery and equipment</li> <li>• Storage systems and buildings</li> <li>• Cleaning of stores and packing areas</li> <li>• Description of packing areas</li> <li>• Finishing materials e.g. fruit waxes</li> <li>• Packaging materials used (include type e.g. high density polyethylene, HDPE)</li> <li>• How produce is packaged. (<i>e.g. bins, paper bags, frozen etc</i>)</li> <li>• Handling and transportation (including livestock and milk)</li> <li>• Gate sales arrangements, including customer information systems for 10 below</li> <li>• Details of any brought-in produce packed with your own or sold at the gate</li> <li>• Separate details of any off-property packaging (<i>e.g. in packhouses</i>)</li> <li>• Separate details of any outwork (<i>e.g. produce sent out for cleaning</i>)</li> <li>• Details of labelling and product information sheets – attach samples or copies</li> <li>• Details of any buyer you supply Demeter labels to and how you control their use, and any problems you have experienced and how they were solved.</li> <li>• How you record volumes of produce sold, including whom to and when sold</li> <li>• Details of any parallel production, storage, packing or marketing</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p> |

### 3 SUSTAINABLE LAND, RESOURCE AND ENVIRONMENTAL MANAGEMENT

Information in this section relates to sustainability questions on all areas of the property, including farmed and non-farmed areas, as well as water, soil and air.

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>3.1. Natural areas</b></p>                                 | <p><b>Outline how you protect or enhance natural areas, especially unfarmed areas. Include:</b></p> <ul style="list-style-type: none"> <li>• References to your map where appropriate.</li> </ul> <p><b>Describe any planned, possible or necessary changes and give reasons.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>3.2. Minimising waste</b></p>                              | <p><b>Outline how waste other than water and energy is minimised. Include:</b></p> <ul style="list-style-type: none"> <li>• Recycling (<i>e.g. silage wrap</i>)</li> <li>• Purchasing policies designed to reduce waste (<i>e.g. bulk buying to avoid packaging, local sourcing of inputs etc.</i>)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                               |
| <p><b>3.3. Energy conservation</b></p>                           | <p><b>Outline how any measures to promote the efficient utilisation of power, fuels and lubricants. Include:</b></p> <ul style="list-style-type: none"> <li>• Any process that uses energy during the production, processing and distribution of your products.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                   |
| <p><b>3.4. Water conservation</b></p>                            | <p><b>Outline how you minimise water usage on the farm. Include:</b></p> <ul style="list-style-type: none"> <li>• Dairy washdown</li> <li>• Vegetable washing</li> <li>• Processing</li> <li>• Irrigation policies, systems and practices.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                                                                        |
| <p><b>3.5. Pollution prevention</b></p>                          | <p><b>How do you minimise any risk from pollution sources on the property? Refer to section 3.1 of the Demeter Standards. Include:</b></p> <ul style="list-style-type: none"> <li>• Contamination of soil – including from tanalised timber</li> <li>• Contamination of air (<i>e.g. during RPR application</i>)</li> <li>• Contamination of water (<i>e.g. through dairy effluent</i>)</li> <li>• Contamination of yourself and your staff</li> <li>• Contamination of your crops, products and livestock</li> <li>• Contamination of other farms or properties.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p> |
| <p><b>3.6. Neighbours</b></p>                                    | <p><b>Outline how you minimise the risks of contamination by neighbouring activities. Include:</b></p> <ul style="list-style-type: none"> <li>• Assessment of risk from each neighbouring activity (refer to Farm Profile, 2.7)</li> <li>• How you minimise risks (<i>e.g. neighbour notification/agreement, notification to local authority responsible for road verge, signage, periodic sampling for stream water quality, catchment area monitoring, planting of buffer zones etc.</i>)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                       |
| <p><b>3.7. Diversity and integration of farm enterprises</b></p> | <p><b>Outline your policies for the diversity of the whole farming operation, its biodiversity and general environmental enhancement. Include:</b></p> <ul style="list-style-type: none"> <li>• How you minimise weather-, pest-, and disease-stresses in livestock and crops.</li> <li>• How you integrate the various farm activities one with another (<i>e.g. grazing of the orchard, composting manure for cropping land, growing fodder crops, introducing poultry to keep pests at bay, etc.</i>)</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                          |

#### 4 BIODYNAMIC PRACTICES.

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| <p><b>4.1. Spray preparations</b></p>         | <p><b>Outline your policies for use of the spray preparations. Include:</b></p> <ul style="list-style-type: none"> <li>• Water source</li> <li>• Water heating</li> <li>• Stirring method</li> <li>• Application method</li> <li>• Frequency of field spray applications (horn manure and horn silica).</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p> |
| <p><b>4.2. Preparation storage</b></p>        | <p><b>Outline your storage methods for the biodynamic preparations. Describe any planned, possible or necessary changes and give reasons.</b></p>                                                                                                                                                                                                                                                                                                   |
| <p><b>4.3. Compost preparations</b></p>       | <p><b>Outline use of the compost preparations. Include:</b></p> <ul style="list-style-type: none"> <li>• How you achieve coverage of the entire property with their activity.</li> </ul> <p><b>Describe any planned, possible or necessary changes and give reasons.</b></p>                                                                                                                                                                        |
| <p><b>4.4. Preparation making</b></p>         | <p><b>Outline any matters relating to making the preparations on the property, where not reported in the preparation record forms.</b></p> <p><b>Describe any planned, possible or necessary changes and give reasons.</b></p>                                                                                                                                                                                                                      |
| <p><b>4.5. Other biodynamic practices</b></p> | <p><b>Outline any other BD practices. Include:</b></p> <ul style="list-style-type: none"> <li>• Cow pat pit</li> <li>• Liquid manures</li> <li>• Equisetum</li> <li>• Peppering</li> <li>• Calendar usage.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                              |

#### 5 LIVESTOCK MANAGEMENT PLAN

Please answer the questions in this section for **all types** of livestock on the farm.

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| <p><b>5.1. General</b></p>        | <p><b>Detail what livestock you keep. Include:</b></p> <ul style="list-style-type: none"> <li>• Average intended numbers for each breed.</li> <li>• Production intentions (<i>e.g. Send lambs off at 15 kg for Christmas market</i>)</li> <li>• Your usual responses to climatic and other extremes. (<i>e.g. send cows to another district during droughts.</i>)</li> </ul> <p><b>Outline any changes you plan to make. (Work through the bullet points again.)</b></p>                                                                                                                                                                                                                                                                              |
| <p><b>5.2. Feeding policy</b></p> | <p><b>Give details of your feeding policies. Include:</b></p> <ul style="list-style-type: none"> <li>• Grazing practices with reasons for all types of livestock.</li> <li>• Management of pasture growth and weeds, etc.</li> <li>• Use of conserved feeds in feeding regime</li> <li>• How and what conserved feeds made on farm</li> <li>• Brought-in feed stuffs and how you minimise contamination, including GE</li> <li>• Grazing off.</li> <li>• How you intend to become less reliant on brought-in feed stuffs and on grazing off. Refer to section 3.4.1 and 3.4.2.4 of the Demeter Standards.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p> |

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| <p><b>5.3. Animal welfare.<br/>       (Every applicant must answer explicitly )</b></p> | <p><b>Outline your policies to promote animal welfare. Include:</b></p> <ul style="list-style-type: none"> <li>• All horses and working dogs</li> <li>• Stock handling</li> <li>• Disease management and prevention</li> <li>• Housing, shade and shelter</li> <li>• Birthing</li> <li>• Surgical practices – nose ringing, docking etc.</li> <li>• Transport</li> <li>• Administration of trace elements and medicines.</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.)</b></p>                                                                                                                                                                          |
| <p><b>5.4. Stock replacement</b></p>                                                    | <p><b>Outline your stock replacement policies. Include:</b></p> <ul style="list-style-type: none"> <li>• Breeding methods</li> <li>• Methods for raising young stock.</li> </ul> <p><b>Describe any planned, possible or necessary changes such, and give reasons. Include the bullet points above and any proposed changes in species or breed ratios.</b></p>                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>5.5. Restricted and prohibited materials</b></p>                                  | <p><b>What inputs not freely permitted by the standards do you use for livestock? Include:</b></p> <ul style="list-style-type: none"> <li>• List of any restricted materials</li> <li>• For every restricted material – how you are reducing your reliance on it.</li> <li>• For every restricted material – when you intend to phase out use and how you will achieve this through changed management</li> <li>• Details of and explanation for use of any prohibited material</li> <li>• How you permanently identify treated stock</li> </ul> <p><b>Describe any changes planned, possible or necessary and give your reasons. (Work through the bullet points again.) Also include any planned changes to your quarantine system.</b></p> |

**6 OTHER**

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| <p><b>6.1. Other matters</b></p> | <p><b>Provide further details of anything else you currently do which may be of relevance to your Demeter certification or which you wish us to know. Also document any proposed changes.</b></p> |
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