

**Guide to  
Demeter Forms  
for  
Demeter  
Applicants and Licensees**

**Demeter New Zealand**

**An enterprise of the Bio Dynamic Farming and Gardening  
Association in NZ**

**October 2016**

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## General Information on Certification

This guide is advisory only. Every effort is made to ensure its accuracy, but applicants and licensees need to note that:

- In case of a conflict between this manual and the Demeter standards, the standards prevail
- Information in this document is subject to revision by Demeter NZ at any time without notice being given.

## Biodynamics

General information on biodynamics, Demeter and the Bio Dynamic Farming and Gardening Association is available in various places such as the Biodynamic Association website.

<http://www.biodynamic.org.nz/> and in books and magazines.

## Membership

Applicants and licensees must be members of the Bio Dynamic Farming and Gardening Association. You can find membership information at [biodynamic.org.nz/biodynamic-membership](http://biodynamic.org.nz/biodynamic-membership)

## Documents

To apply for Demeter certification you will need the following documents, available from the Bio Dynamic Farming and Gardening Association.

- The Memorandum of Understanding
- The Farm Profile template
- The Management Plan template
- The Annual Declaration
- The Annual report tables

## Standards

You also need Demeter Production Standards for Biodynamic Agriculture– buy separately or download from [www.biodynamic.org.nz/Demeter](http://www.biodynamic.org.nz/Demeter).

To become a biodynamic grower and get a Demeter certification you must use biodynamic methods on your property, and bring farm management within the Demeter standards.

You are recommended to read chapter 3 of the Demeter Production Standards – “How Demeter Certification Works” as soon as possible.

## Timing

There is a minimum period of one year’s compliance with the Demeter standards required before your produce can be rated In conversion to Demeter, and a minimum of three years compliance before it can be rated full Demeter

The “clock” for the count-down to certification does not normally start until you file your application with Demeter New Zealand.

This will lead to an inspection which will confirm that your property is “on the record” with Demeter New Zealand but normally will not lead to an offer of certification on the first occasion. That can

normally only happen a year later – after a second inspection. Shorter times may apply if your produce is already organically certified e.g. by BioGro New Zealand.

## Sequence of tasks

The normal sequence is

- Join the Biodynamic Farming and Gardening Association.
- Read this manual – it contains information you need.
- Complete the Memorandum of Understanding (MOU)
- Prepare a farm profile according to the Farm Profile Template
- Prepare a farm management plan according to the Management Plan Template
- Complete (fill in) the Declaration Form (this is also the application form)
- Complete the Annual Report Tables
- Make copies of documents for all brought-in materials and livestock (see last pages of Annual Report Tables)
- Forward: MOU, application form, profile; management plan; declaration; annual report tables; documentation for brought-in materials and livestock to the Biodynamic Farming and Gardening Association.

After that....

## Inspection

- Your documents will be reviewed by two members of our inspection team, one of whom will contact you and arrange to visit to inspect.
- The on-site inspection looks at your property and any additional documentation that the review has deemed necessary
- You will not be offered advice on general biodynamic management.
- The inspector reports to the certification officer, who reviews all documentation and recommends the outcome to the Demeter Assessment Group.
- The Demeter Assessment Group makes the final decision, which is supplied to you in writing by the Demeter Secretary

## Registration

Normally, following the initial inspection visit:

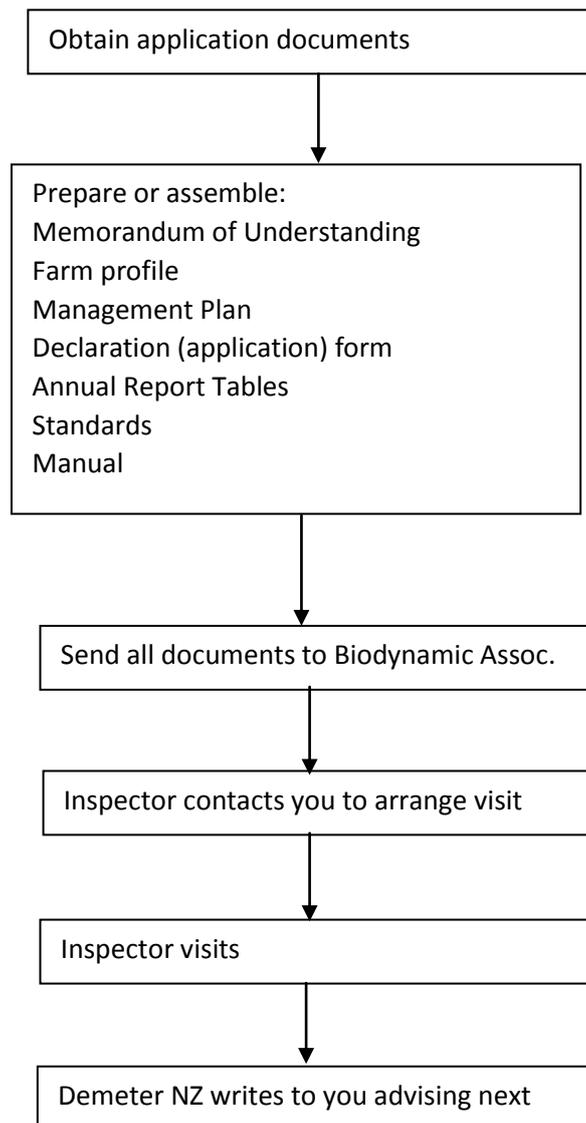
- Your farm will be recorded as in the registration or CO year (previously called the stand-down year). The letter you get will tell you about this.
- Letter you get will advise if there are any non-compliances with the standards.
- The start of the registration period (first year of change over) will be recorded as the date you filed your application, unless the inspection reveals reasons to postpone it (e.g. use of a prohibited material)

## Second and subsequent years

- You should next file an application for inspection around the anniversary of the visit.
- Therefore you should ask for the latest version of the application documents about two months before the first anniversary.
- Only after this inspection is it possible to offer certification. Your documentation and your farming operation will be inspected as before.

- Different procedures are available if you already have a certification from another certifier such as BioGro New Zealand. If you are already BioGro or other certified the times may be different – please enquire.

### Flow chart for registration for Demeter New Zealand Certification



## Costs

- Annual inspection and licensing fee is \$512 in the first year and \$462 after that, including GST, travel costs and prompt filing discount. Applies to both farmers and processors.
- Levies are paid on all produce sold as Demeter or In Conversion to Demeter.
  - Levies are ½% on sales in first year of certification, 1% after that.
- Farmer's levy is based on farm-gate value at time of sale. Processor's levy is based on value added.
- Wine grapes are levied in a different manner: There is a levy of \$80 per hectare for the first 30 hectares of grapes, and \$10 per hectare on areas beyond that.
- Finished wine labelled Demeter is levied at 1c per litre.

## The Demeter Application Documents

### Working with the documents

Every applicant will find the way of working with them that suits them, but some common approaches are

- Read everything first to get a sense of what goes where
- Try a dummy run on all or part of the annual report tables. Are you clear about exactly what you materials and methods you use?
- Consider starting with the Farm Profile. As this is a report on the history and geography etc of your farm, it may be easier to start with than the Management Plan.

### Arranging your documents to keep costs down

- Any document we send you stapled together, we'd like to get back still stapled together
- Any additional documents you supply we'd prefer NOT stapled. Please use paper or alligator clips and label each page. E.g. Suppose document you number 6 is three pages describing a brought-in fertiliser. Rather than staple them together, please write "6" on each page and paper clip them together.
- All documents may be supplied electronically

## Particular documents for Primary Production

### Memorandum of Understanding

The intention of this document is to remove uncertainty.

Under NZ law, a contract exists when we start doing work towards certifying your property and you agree to pay for it. But what that contract actually is may not be clear. The purpose of the MOU is to make sure that the contract is clear so that both parties know what the expectations are.

## Declaration

- This form should be completed and signed with dark blue or black ink, not signed on a computer.
- It can then be sent in the post or scanned and sent electronically.
- New applicants fill this form in from scratch. Renewing applicants (existing licensees) use a form that has last year's information printed in it for them to review.

## *Specific questions*

**Q1. Registration.** Don't forget to sign and date this – some people do. Check that the bit about your information appearing on our website reads as you want it to, or change it.

Please check the table for different blocks.

Many farms have different blocks, sites or areas that need to be identified separately. "The farm" is all the land you manage. It doesn't include land you have leased out (you don't manage that), but it does include any land that you have hired that you do manage. Any part of should be reported as a separate block if

- It's separate from the rest of the farm, because it's at a different place or is otherwise not contiguous. However if it's just across a road or a fenced-off stream or some minor barrier like that, it need not be treated as separate for that reason alone, or
- It has a different certification. E.g. in conversion to Demeter, new land in the registration year or land certified organic but not Demeter. (Different products [e.g. plums instead of peaches] are not difference enough.)
- It has a different ownership. E.g. it's leased to you or belongs to a different family trust so that the contract you have authorising your management is different.

**Q2. Permissions.** Dehorning and running dehorned cattle require permission. So do use of non-organic seeds and plants, use of some restricted materials and some other things.

- A reason is needed.
- Permissions **must** be renewed each year or they lapse.

## Annual report tables

- These can be completed by pen or on computer.
- Please ask for an e-version if you want to use a computer.

## *Specific questions*

**Q1. Breakdown of land managed.** Include all land, not just what you want certified.

- There are two columns for the areas of different crops (including pasture).
- One column is for all the area that is tied to that crop: planted area plus headlands, races, turning areas, loading areas etc.
- The other column is just for the planted area.
- The difference may be part of your biodiversity reserve (Q4)

## *Method:*

- a. If you're a larger grower, measuring crops by the hectare and using whole paddocks for a single crop, you will probably know their sizes for other reasons. Estimate headlands etc.

- b. If you're a smaller grower, you can estimate the percentage of your land that is in each crop. For example, if you have a hectare of garden, you might have 50% in cauliflowers, 20% in cabbages and 10% in each of broccoli, Brussels sprouts and kale. Estimate non-planted area.
- c. Small growers may also have their crops list amalgamated into "fruit" or "vegetables" rather than all the different types if each is less than 0.1ha. In that case we only need the amalgamated areas.

**Q2. Biodiversity Reserve**

Ten percent of your land should be able to be considered as a biodiversity reserve. There is a list in this question of things you can include. If you can't find ten percent from this list, please let us know.

**Q3.** This asks you to confirm three matters that are required by the standards.

**Q4 and Q5. Preparations, etc.** In this table you tell us what field preparations, composts and liquid manures you **used**. In **Q9** you say what preparations you **made**

**Q7. Brought-in manures, etc.** As well as filling out these tables 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. (See Demeter Bulletin no 3, item 7 of *How to assess a farm input for compliance with Demeter standards* –on Demeter website pages)

**Q8.** List here what liquid manures you made.

**Q9.** List here what biodynamic preparations you made. The numbers in the reference column should refer to the preparations record forms.

**Q10. 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, and only if you have current permission (must be renewed annually).

*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) =  $3\text{kg} \div 0.65 \div 0.50$

$$= 9.23 \text{ kg}$$

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) =  $3\text{kg} \div 0.28$

$$= 10.7 \text{ kg}$$

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? This is particularly important if feed is brought-in and the nitrogen in it adds to what is fixed by your own clover.

Demeter International requires manure calculations to be done wherever there are livestock.

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.

**Q17. Livestock reconciliation.** Please check that the figures add up at the bottom – otherwise there is a mistake somewhere. Example

Breed & type	Opening stock numbers	Closing stock numbers
Perendale ewes mixed ages	45	40
Perendale rams	4	4
Perendale lambs	0	80

Galloway cows mixed ages	3	0
Galloway steers	25	22
<b>Subtotals</b>	<b>45+4+0+3+25=77</b>	<b>40+4+80+0+22=146</b>
<b>Changes</b>	<b>Gains (Born or brought-in)</b>	<b>Losses (Killed, died, sold, culled, etc)</b>
Perendale lambs born	80	
Galloway cows sold		2
Galloway cows killed		1
Galloway steers killed		3
<b>Subtotals</b>	<b>80</b>	<b>6</b>
<b>Check: Add the two subtotals in each column; answers should be equal. (The actual number you get does not mean anything.)</b>	<b>80+77=157</b>	<b>146+6=152</b>

In this example the totals do not match -- the information is incomplete. 5 Perendale ewes are not accounted for. A line is missing saying

Perendale ewes died		5
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Once this is added the totals will now both be 157.

**Q19.** Any **brought-in feed** should be included here. **Here** are several examples of how the info is used:

*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 brought-in feed. (See farming publications or websites 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 on an organic farm? Convert this to kg of DM eaten while away.

Add brought-in feed to find total organic 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 organic certified hay per day are fed to 20 Friesian milking cows.

One bale is about 18kg dry matter.

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

**Q20. Brought-in livestock.** In the example, the quarantine period would be 21 days, but is reduced by the 30 days between drenching and the livestock being brought-in. So in this case only 48 hours quarantine was necessary

**Q21(a)** This is for treatments given to livestock in the current year

**Q21(b)** This is for recording livestock **treated in previous years that are still on farm or disposed of in this reporting period. They will be uncertified for meat for life so must be identifiable.**

**Q23(a)** This is for sales of produce to domestic customers such as consumers and retailers who **won't process it further.** If you are supplying large customers, such as distributors on a regular and substantial basis, please list them. Other customers can be grouped and reported by type, such as "Mail order", "Gate sales", "Smithton farmer's market".

**Q23(b) Export and processing produce. This is for reporting produce that went to exporters or processing – i.e. where a chain of certified Demeter custody is required to maintain certification.** You should include your own processing here. This is to enable Demeter NZ to trace processed or exported produce claiming to be Demeter in the market place. Note that the standards require you to notify Demeter New Zealand before exporting. Actual volumes or weights of crops are needed here.

**Q23(c)** All labels you use and publicity material about Demeter (and we have seen some howlers over the years) need to be reported so it can be checked.

A copy of every Demeter label used during the year should be pasted on the back of the tables form or supplied as numbered supplementary document. Labels on bulk bins, cartons or sacks should be photographed and the photo attached. (But don't send pieces cut from bags or cartons). Copies of publicity material should also be supplied and a link given to any information on a web site

## Documents Supplementary to the Report Tables

All materials brought-in or processes involving outside people such as contractors need documentation.

There are two types of documentation for **brought-in materials**

1. **Suitability documents.** Documents showing that the material is Demeter suitable. These are likely to be an organic certificate or a statement by the manufacturer of what's in it or both
2. **Purchase records.** Documents showing that what was actually purchased is what is referred to in the suitability documents. They are likely to be invoices with the product clearly named – and preferably the certification status too – on the relevant invoice line. Alternatively they are sometime letters from the supplier describing what was supplied.

**Contractors** should declare that they have followed whatever procedures have been approved by Demeter New Zealand, such as cleaning procedures for machinery

**Non-organic plant materials**, where their use is approved, should be accompanied by statements that they are free of genetic modification. **Seeds** in addition should have a declaration that they were not chemically treated.

**You index** your supplementary documents in the annual report tables

Most tables have a column headed “Refer to document number”.

How to use this column:

- When you write something you used in one of the tables, you have a supplementary document or documents e.g. receipts, maps or organic certificates – to go with it.
- Give this document a number
- Put the number in the column
- Put the document at the end of the report (Please **do not insert** between pages; please **do not** use colour highlighting)
- All brought-in materials and livestock should have supplementary documentation

## About Brought-in Materials Generally

- A. Written verification of all brought in materials and livestock – certificates from the supplier – are to be obtained by all Demeter licensees and applicants.
- B. Check the documentation against the Demeter standards. Is it acceptable?
- C. Are there further obligations? E.g. if you get a less than one year history of animal remedies, you must quarantine the animal for a year.
- D. Index the documents in the Annual Report Tables and send copies with your reports. Keep original for the inspection.
- E. Remember! certification is a licence to the **supplier to say** that produce is certified. If the

supplier **doesn't say** it's certified, it **may not be**. So

1. Get in writing (e.g. label, invoice, supplier letter) that what is actually supplied **is** certified.
  2. Get also
    - a copy of the Bio-Gro or Demeter certificate.
    - or print out a report from the BioGro website ([www.bio-gro.co.nz](http://www.bio-gro.co.nz)), then circle the product details. (Details are regularly revised and approval is sometimes withdrawn even though a printed certificate hasn't expired.)
- F. BioGro certification does not mean Demeter acceptable. Check Demeter bulletin no 3
- G. The above is only for BioGro certified organic materials and livestock. Other certifications can be considered on a case by case basis. Consult the Demeter office.

### Genetically Engineered Organisms

If it could be a GMO, or a product of a GMO e.g. vegetable oil, get a supplier declaration that the product is from GE free origins and is not CMS hybrid.

*All plant material must be so documented.*

### Animal Feeds

See standards for requirements for brought-in feed certification and documentation. Use of uncertified feeds requires **prior permission** according to s 7.5.2.5 of the standards. Use of uncertified feed may lead to loss of certification.

### Soil Fertility and Conditioning Materials

1. Single ingredient products like RPR: Use BioGro certified and document them as in E above.
2. Sawdust, wood chips, bark etc.: Get a signed supplier statement that no timber preservatives or anti-sapstain treatments are used (post harvest) in the mill or anywhere the material came from. (If something's used at the mill or forest, assume it gets into the sawdust or bark.) If the material is pine waste, presume it has chemicals in it, unless it can be proven otherwise.
3. Ready-made manures (compost, liquid fish, liquid seaweed etc) from other Demeter farmers: Get a signed statement of how the material was made, including what biodynamic preparations from approved sources were used.
4. Ready-made manures (compost, liquid fish, liquid seaweed etc.) from BioGro approved sources: Read Demeter Technical Bulletin no 3 for details of how to check them.
5. Animal manures and raw plant materials (including old hay and silage from Demeter or BioGro certified farms): Get a signed statement that the materials are from Demeter or BioGro certified land and/or livestock. Also get a copy of the certificate or printout as in E above. Manures from another farmer's quarantine paddock are from uncertified land -- see point 6 below.
6. Animal manures and raw plant materials (including old hay and silage) from uncertified land: You need **permission first** to use plant and animal materials from conventional sources (see tables 5-1 and 6-1). A residue test or other measures will be required if the Demeter Assessment Group decides the facts indicate them.

Remember...All brought in plant or animal manures must be composted, except for approved mulch materials, or when special permission has been given.

## Livestock

7. Livestock from Demeter or BioGro farms: Get a signed statement from the supplier stating
- the current certification status,
  - that the animal has received no treatments except as permitted by the standards.
  - Also get a copy of the certificate or printout as in E above.
  - a full treatment history for the previous 12 months.

Certified farms sometimes dispose of stock because they no longer meet the standards. e.g. after a drug treatment. Animals from certified farms without proof of status are uncertified.

8. Uncertified livestock: Get a full history for the last year. Otherwise the quarantine period is one year. This can be reduced if appropriate and reliable documentation is available. See standards page 77.

## Seeds and plant materials

9. Seeds and plants Demeter or BioGro certified: Get documentation as in E above. If the grower is not licensed for certified seeds or plants, get a signed statement that the seeds or plants have been grown to the standards, plus a copy of the certificate or printout as in E above.
10. Seeds and plants from other sources. Uncertified seeds and plants may only be sourced if no organically certified alternatives are available. See Demeter Bulletin No 2 (February 2009, available from [www.biodynamic.org.nz](http://www.biodynamic.org.nz)) for prior management plan requirements. If your approved management plan allows uncertified plants or seeds, collect documentation to show they are GE free and that seeds are untreated. CMS hybrid seed is GE seed.

### Remember:

Documentation is not a substitute for your own judgment. It's an additional precaution. Don't bring in any materials that might compromise your certification, your farm or your business. Check them carefully first and satisfy yourself that they are safe. Demeter NZ does not offer any guarantee that products are safe simply because you have followed procedure. Safety is your responsibility.

### About maps. Black and white drawings only please.

We don't need a separate map for every item, but it's important not to have too much detail on any one map. Most applicants will need to supply only one or two maps.

**Do not** send aerial photos, or maps bigger than A3 (i.e. no bigger than 2xA4, or 420x297mm). We need to copy them but we can't copy those.

### Suggestion:

Make a simple **master copy map** of your farm. Keep from year to year.

For each map you need to supply, start with a photocopy of the master then add other detail.

## The Farm Profile Template

The Farm Profile template is a guide for you to use to prepare a Farm Profile. The Farm Profile enables Demeter New Zealand to understand some continuing features of your property, so that some understanding can be reached of your needs. For example, if you have a very rainy climate controlling black spot in apples may need more interventions than if your climate is dry in spring and summer.

You write the Farm Profile in your own words starting on a blank document. You use the points in the template and work through them one by one, writing your own statement of what you do.

You can copy and paste the headings or points from the template into a blank document as you go to give it structure. This works best if you copy the contents of just one box at a time.

### Some general expectations:

- Number your paragraphs using the numbering in the template
- Every paragraph has a header or opening sentence which makes clear what it's about. So you won't write "2.2. None", but you might write "2.2. Specialist buildings. There are no specialist buildings on the farm"
- Keep an electronic copy for next year (Very important)
- Supply maps in the format describe above

### Revising your Farm Profile

If you **change your farm size, ownership etc** you will need to **alter your profile** When you make changes we need a revised version with **all the changes showing**. We need to see

- What has been added
- What has been deleted

We don't need to see formatting changes

We will need to photocopy your Profile, so all changes should copy in black and white. Colour shading or lettering will often be lost.

The easiest ways of showing changes are

- In Microsoft Word – use track changes function, accessible via the Review menu in Word 2007 and later (.docx files), or via the Tools menu in earlier versions (.doc files)
- In Open Office – use the Changes option in the Edit menu, and select Record.

If set properly these will

- Underline new text
- Cross out deleted text but leave it visible

They may also show the changed text in colour so check that the colour will copy well to black and white. Don't use yellow, for example.

(It's also worthwhile finding and using the option to not show format changes as this will keep your document cleaner)

## The Management Plan Template

The Management Plan template is a guide for you to use to prepare a Management Plan . The Management Plan serves several purposes

- It states your intentions. This enables Demeter New Zealand to have confidence that – in the other 364 days of the year when the inspector isn't present but you are using the Demeter name – what you do will be within the standards
- It asks you to take a long term view, which is likely to be necessary to manage pests and diseases without reliance on chemicals
- It requires you to reflect, which is an essential part of the continuing education of a biodynamic grower.

You write the Management Plan in your own words starting on a blank document. You use the points in the template and work through them one by one, writing your own statement of what you do.

### Some general expectations:

- Number your paragraphs using the numbering in the template
- Every paragraph has a header or opening sentence which makes clear what it's about. So you won't write "2.8. None", but you might write "2.8. Contractors. We use no contractors on the farm"
- Maps are supplied in the formats described above.
- Don't include undigested historical information. So you won't write "in 2012 we used copper and again in 2013", but you might write "Earlier we used copper regularly but our plan now avoid the use of copper except in critical situations. instead we..."
- Don't put in this year's usages. These go in the annual report tables.
- Keep an electronic copy for next year (Very important)

## Revising your Management Plan

If you **change your management** you will need to **alter your plan** When you make changes we need a revised version with **all the changes showing**. We need to see

- What has been added
- What has been deleted

We don't need to see formatting changes

We will need to photocopy your Management Plan, so all changes should copy in black and white. Colour shading or lettering will often be lost.

The easiest ways of showing changes are

- In Microsoft Word – use track changes function, accessible via the Review menu in Word 2007 and later (.docx files), or via the Tools menu in earlier versions (.doc files)
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- Underline new text
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They may also show the changed text in colour so check that the colour will copy well to black and white. Don't use yellow, for example.

(It's also worthwhile finding and using the option to not show format changes as this will keep your document cleaner)

## Particular parts of the Management Plan

### **S1.5 has an item**

*Programmes of education (including self education) in the background to biodynamics*

It asks you to describe any programmes of education (including self education) that you have into the background to biodynamics. This comes out of a question at Demeter International Members' Assembly: Where do the pictures and ideas that Rudolf Steiner gave us fit into commercial farming?

The biodynamic preparations come straight out of Rudolf Steiner's suggestions and ideas but his intention was that the same vision be applied by the individual farmer to the individual farm.

There are very many ways of approaching this. Some people join discussion groups with other biodynamic farmers, some invite visiting speakers and run on-farm field days, some read books, some go to conferences, some listen to audio tapes.

Do you have any on-going activity to improve your understanding of the deeper aspects of biodynamics? This question simply asks you to describe any such programme that is active on your property.

## **S2.5 Brought-in Materials**

This has these items on plant materials

- Seeds – include details of how any treated seeds are managed
- Plant materials, such as seedlings, cuttings and nursery stock

You may want permission to **bring-in uncertified (but GE free) seeds or plants**. This is the place where you put information that Demeter NZ uses to assess your request.

This permission must be obtained **before** the plants or seeds are brought-in. We prefer to give you permission to follow a procedure in your Management Plan to find out what is available and then make your own decision, but if you don't have an approved procedure you must contact Demeter NZ each time you want to bring in uncertified seeds or plants.

The procedure should be clear and practical and state exactly what information you will gather and how you will use it. Some plans have been submitted saying things such as “We check to see whether Demeter seeds are available, and if not then we...” This **can't be accepted** as it doesn't say where you check or what “available” means to you. “Available” is an opinion and depends on how widely you search. It doesn't say what information or evidence you have gathered.

**There is an example of a suitable procedure on the back of the Management Plan template.**

The requirement to use certified Demeter seeds, or certified organic if Demeter ones are not available does not require you to choose a cultivar that doesn't suit your needs.

Permission based on a Management Plan statement as above must be **renewed each year**.

When you check that seeds are GE free also check that they are not hybrid brassicas resulting from cell fusion techniques. A list of suitable hybrids is available.

## **Preparation record documents**

If you make biodynamic preparations you need to record what you do. The Preparation Record forms were devised to record information that preparation makes generally want, but also information that may be legally necessary in some cases (such as if you give any preparations away).

The appropriate preparation record should be supplied for each batch of a biodynamic preparation or cow pat pit made.

## Documents for Processing Produce

The **first step** in produce certification is **primary production** – certification of the product coming from a particular licensee at a particular property. Beyond that, until the produce is sold to the buyer – such as a retailer or consumer – the produce needs to be held by Demeter licensees in a **chain of custody**. The Demeter chain of custody ensures that anything done to the produce is appropriate and the Demeter quality is not lost.

So, if there is any **processing** beyond simply packing the produce into a container **on your property**, then very likely must be certified or the certification of the produce is lost. For example, the initial step might certify the production of apples. If you make the apples into juice, do you do it in a way that's consistent with Demeter expectations? This needs to be assessed if the certification is to be **extended** from the **raw material** to a **processed product**. In this case, your certificate would first say you are certified for the production of apples and then add apple juice if your processing is compliant.

The **Demeter International Processing Standards** describe the processing requirements. You can source them from [www.demeter.net](http://www.demeter.net). Choose “certification” then “standards”.

## Processing and Outwork Template (for non-wine produce)

The first step to the certification of processing is for you to describe what you do. You use the On Farm and Outwork Template and Annual Report (for all processing **except wine making – see separate section**) in the same manner as the Farm Profile and Management Plan templates except that you revise it each year. (Keep an electronic copy)

Note that **any activity** involving your produce **off farm** before sale, is **outwork**. Use of a packhouse, for example, is outwork. On-farm or off farm processing is assessed the same way, so the same documents are used.

If you are making a product with **several ingredients**, such as bakery items you will need to supply recipes. Sometimes not all the **ingredients** are Demeter certified, but the overall product can be. An **Excel spreadsheet is available** on request for calculating whether mixed ingredient products are compliant.

Do not overlook the work of any **sub-contractors** to whom you send produce e.g. for grain cleaning, bottling or some step you can't manage yourself. The chain of custody requirement means that Demeter NZ has to know exactly what they do. We need to know what **instructions** you give them and we **may need to inspect** them too.

## Wine making documents

### How Demeter NZ certifies wine

There are two steps.

1. You use the Winery Report Template to report what happens in the winery
2. You use the Wine Batch Form to apply for Demeter certificates for particular wines.

The template is supplied each year to licensees who make wine; the wine batch form is supplied on request.

Using your Winery Report and its own inspection results, Demeter NZ will decide whether your winery is generally suitable for Demeter wine production. If it is suitable you will be advised **but no certificate** is issued.

### The Winery Report Template (supplied each year)

Use the **Winery Report Template** to report what happens in the winery.

Be sure to include details of any **instructions you give to subcontractors**. For example, if your wine goes to a contract bottler, you supply written copies of your instructions to the bottler and the transporter. Demeter NZ needs this information to be assured of appropriate treatment for certification to be maintained.

Refer to the **Demeter International Processing Standards** which describe wine making requirements. You can source them from [www.demeter.net](http://www.demeter.net). Choose “certification” then “standards”. Wine is in a specific chapter of the processing standards, but the general criteria at the beginning also apply.

### Wine Batch Form (supplied on request)

Once your winery is approved for Demeter wine production, use the **Wine Batch Form** to apply for certification of particular wines. You supply **details of all consumables** used, and information (supplementary documents) that shows that they meet any requirements of the standards. That includes information that shows the product is what you think it is. For example, a product might be generally considered in the industry to be a source of sulphur dioxide. That will be verified by manufacturers’ statements or organic certificates or both.

The wine batch form also needs details of

- Lot number of the bottling
- Residual sugar measure at bottling
- Sulphur dioxide level measure at bottling
- Proposed labels