# Annual Data for Certification

Demeter Certification Trademark

Licensee or applicant name:Click here to enter text.

## 1. Breakdown of land managed

**Give areas of all crops to be listed on the certificate. State size of the area used for each or estimate the percentage of the total applicable area (Required by Demeter International)**

**(a) Total area applied to certified crops (include pasture) (Ha)**Click here to enter text.

(See note (a) below.)

|  |  |  |
| --- | --- | --- |
| **Crop (*separate crops on each line please – no combinations such as “Fruit” unless individual crop type is less than 0.1 Ha)*** | **(b) Area applied to this crop.** See note (b) below | **(c) Actual planted area of this crop**  See note (c) below |
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| **Total of areas for all crops** | =. | =. |
|  | **This column total should** match total (a) above |  |

**Total land under my/our management**

**Note (a)** Total area applied to certified crops is all the land that you can’t use for any other purpose because it is devoted to crops – so includes pathways, headlands, turning places etc. that you need for all crops.

**Note (b)** Area applied to this crop is all the land that you can’t use for any other purpose because it is tied up with this crop – so includes the pathways, headlands, turning places etc. specific to this crop. The entries in this column should add up to the number you put for total (a).

**Note (c)** Actual planted area - this is also called the canopy area, or the area excluding headlands and turning places, or the area excluding paths between garden beds etc.

***2. Biodiversity reserve***   
(Standards s5.8 and s6.8 require 10% of land to be non-production land managed as biodiversity reserve)

It is only necessary to count every tree if your reserve is not more than 10% in other ways.

|  |  |
| --- | --- |
| Area (state units e.g ha, m2 |  |
| . | Farm forestry |
| . | Undisturbed native forest |
| . | Headlands |
| . | Land in perennials allowed to flower and seed (e.g. wildflower meadows) |
| . | Fallow land (part of rotation or otherwise) |
| . | Fence lines (undisturbed area associated) |
| . | Native trees (100m2 per tree) |
| . | Hedges, paddock and streambank tree groves |
| . | Water – races, ponds, wetlands, riparian areas |
| . | Ruderal areas (e.g. land slips) stone windrows and heaps |
| . | Dry stone walls |
| . | Unsealed natural paths and tracks |
| . | Areas for rare or endangered plants and animals |
| . | Other element approved in the Management Plan |
| . | Other contribution to biodiversity (state what) |
| . | **Total area. This is** . **percent of the total land I/we manage** |

## 3. Other information

|  |  |  |
| --- | --- | --- |
|  | Yes/no |  |
| **All subcontractors have been under my/our daily direction and their work has met the requirement of the standards** | . |  |
| **Prohibited materials have not been applied to the land managed, except as described elsewhere in this report** | . |  |
| **Requirements of NZ law in relation to health and hygiene, safety and fair labour practices have been met\*** | . |  |

\* This question has been added to meet Demeter International requirements for fair treatment of workers.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Where from? (Ensure source info listed last column this page or in s.7 or s.9 below )** | **Where used? (Write “Whole farm” or give reference to farm map. Ensure farm map is supplied)** | | **Prepped?-Y /N (Liquid manures and CPP only)** | **What rate? (portions or weight /ha)** | **When was it used (date)?** | **Refer to document number** |
| P500 | BD Assoc | Blocks: Home, Well, 3rd Gully, Simpsons | | n/a | 2.5 port/ha | 17 Aug 2010 | 11(source);Map 2 |
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| **Was preparation 500 used on all land? (Y/N)** | | | . |  | | | |
| **Was preparation 501 used on all crops? (Y/N)** | | | . |  | | | |
| **Were compost preparations used in all manures made from plant or animal wastes? (Y/N)** | | | . |  | | | |

## 5. Use of compost preparations (and cow pat pit used as an inoculant)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Where from? (Ensure source info listed last column this page or in s.9 below )** | **What used in?** | **When was it used?** | **How much was used?** | **How big was the heap or brew? (litres or cubic m)** | | **Refer to document number** |
| eg502-507 | Own – see S9. below | Compost windrow | 27-28 March 11 | 6 sets | 30 cu. m | | 22 |
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| Did the effect of compost preparations reach all parts of the certified area? (Y/N) | | | | | . |  | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type, variety** | **Source e.g. Own, Seed company name** | **Certification e.g. D, BG, AQ, OFNZ, Other, None** | **When used?** | **Used for** | **Refer to document number** |
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| **Any permanent trees or crops removed?** |  |  |  |  |  |
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## 7. Brought-in manures, fertilizers & composting & mulch materials (include all plant materials not in 8 above)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Material** | **Amount brought-in during reporting period** | **Where did it come from?** | **BioGro appro-ved?** | **How much used ?** | **Where was it used? (Paddock no. and/or crop)** | **When was it used?** | **Amount left (at report close-off date)** | **Refer to document number** |
| E.g. RPR | 50kg | Joe’s Ag Ltd, Waipa | Yes | all | Block1 & dam block | 13/5/11 | nil | 13,14 |
| Lime | . | . | . | . | . | . | . | . |
| RPR | . | . | . | . | . | . | . | . |
| Trace element mixes | . | . | . | . | . | . | . | . |
| Rock dusts | . | . | . | . | . | . | . | . |
| Other mineral fertilizers | . | . | . | . | . | . | . | . |
| Saw dust | . | . | . | . | . | . | . | . |
| Factory wastes | . | . | . | . | . | . | . | . |
| Seaweed | . | . | . | . | . | . | . | . |
| Fish waste | . | . | . | . | . | . | . | . |
| Other materials gathered in the wild | . | . | . | . | . | . | . | . |
| Other plant/ animal wastes | . | . | . | . | . | . | . | . |
| Ready-made liquid fertilizers | . | . | . | . | . | . | . | . |
| Ready-made composts | . | . | . | . | . | . | . | . |
| Mulch materials - plant origin | . | . | . | . | . | . | . | . |
| Potting mix materials of plant origin | . | . | . | . | . | . | . | . |
| Ready-made potting mixes | . | . | . | . | . | . | . | . |
| Plastic mulches | . | . | . | . | . | . | . | . |
| Other brought-in materials | . | . | . | . | . | . | . | . |
| Other | . | . | . | . | . | . | . | . |

## 8. Composts and liquid manures made

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type (e.g. liquid seaweed manure)** | **How much made? (Measure at start)** | **Date maturing**  **completed** | **Compost preps declared in 5 above?** | **Observations (heating, bubbling etc)** | **Observations of final quality** | **Brought-in materials used listed in 9 above?** | **How much left in stock at end of period?** | **Refer to document number** |
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## 9. Biodynamic preparations and cowpat pit made (list what you made)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Record form doc number** |  |  | **Type** | **Record form doc number** |
| . | . |  |  | . | . |
| . | . |  |  | . | . |

## 10. Spray Diary – for ALL materials except biodynamic preparations and liquid manures

Complete every line you begin – fill all boxes on that line. Include herbal and homoeopathic remedies as well as conventional chemicals. Biodynamic preparations and liquid manures have their own report – do not include here

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Crop treated Species and variety** | **Reason** | **Date applied** | **Block or paddock** | **Product trade name (copy from label)\*** | **Active ingredient (copy chemical name from label)** | **% Active ingredient in product (copy from label)** | **Amount of product used**  **(measure)** | **Applied to –**  **(area)** | **Refer to docu-ment number** |
| E.g. Paragon peaches | Brown rot | 11/9/10 | 3 ways orchard | Kocide DF | Copper | 40% | 3.75kg | 0.83ha | 25 |
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We need to know how much active ingredient is used per hectare for conventional sprays such as coppers. The standards require us to consider also your reasons for usage.

## 11. Residues & Contamination

|  |  |  |
| --- | --- | --- |
|  | **Yes/no** | **Doc numb** |
| **Was information collected during the year on residues in your produce?** | . | . |
| If yes, attach details |  |  |
| Attach any residue test results not already supplied |  |  |
|  |  |  |
| **Were there any contamination incidents – e.g. spray drift – during the year?** | . | . |
| If yes, attach details |  |  |

## 12. Housekeeping of buildings

**Cleaning and insect/fungal/bacterial control materials used in stores and packing/processing areas (include dairy sheds) (Rodents and similar go in section 15 below)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Material – trade name** | **Active ingredient (copy from label)** | **Where used?** | **Why used?** | **How used?** | **Refer to doc number** |
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## 13. Control of other pests – possums, rodents, etc

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of pest** | **Control method** | **Material used (copy from label)\*** | **Where used?** | **Conditions of use e.g. enclosed baits, how much used** | **When?** | **Refer to docu-ment number** |
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## 14. Chemical storage

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Material  (copy from label)\*** | **How much brought-in during period?** | **How much in stock at end of period?** | **Why stocked?** | **Where stored?** | **Refer to docu-ment number** |
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## 15. Cropping – intensive gardening and arable farming

**17(a) 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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**17(b) Arable farming.**

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| --- | --- | --- | --- |
| **Crop** | **Yield** | **Paddock** | **Previous** **crop** |
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## 16. Stocking rate - manure loading on land

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| --- | --- | --- | --- | --- |
| **Livestock type/breed** | **Average number on farm** | **Nitrogen (kg) produced per animal per yr\*** | **Total nitrogen** | **Default figures for nitrogen output per animal per year** |
| E.g. Friesian Bulls | 3 | 64 | 192 | Breeding bulls 64 kg;  Cows & cattle over 2yrs 56 kg;  Cattle 1-2 yrs 40 kg;  Calves 16 kg;  Sheep & goats over 1 yr 4 kg; Sheep & goats up to 1yr 2.4 kg;  Breeding sows with piglets 26.4  Poultry 0.7 kg  Use the default figures unless you have better figures – e.g. those calculated from feed budgets |
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| **Total Nitrogen** | **=** . | **Divide total N by total area(ha)** | **Nitrogen/ha** | **=** . |
|  |  |  |  |  |

## 17. Livestock reconciliation

**Either**

1. **Attach copy of your reconciliation(s) as supplied to IRD, and write “IRD details attached, document number ….” across the form below, or**
2. **Copy data from it/them into the table.**

|  |  |  |
| --- | --- | --- |
| **Breed & type** | **Opening stock numbers** | **Closing stock numbers** |
| E.g. Mixed age Angus cows | 20 | 18 |
| . | . | . |
| . | . | . |
| . | . | . |
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| . | . | . |
| . | . | . |
| **Subtotals** | . | . |
| **Changes** | **Gains (Born or brought-in)** | **Losses (Killed, died, sold, culled, etc)** |
| E.g. Mixed age Angus cows – sales |  | 2 |
| . | . | . |
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| **Subtotals** | . | . |
| **Check: Add the two subtotals in each column; answers should be equal. (The actual number you get does not mean anything.)** | . | . |

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

## 18. Grazing off (Attach certificates from property manager)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Species, breed, type** | **No of animals** | **Unambiguous iden –tification** | **Date out** | **Where to? (name of farm/farmer)** | **Date back** | **Time in quaran.** | **Ref doc no.** |
| E.g. Friesian cows | 25 | RFID tags | 18/7/10 | J. Moss, Awaru Farrm | 20/9/10 | 48hr | 17 |
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## 19. Supplementary and Conserved Feeds Obtained and Used (own and brought-in)

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Material (e.g. hay, silage, grain, balage, crop residues etc)** | **Unit (e.g. large round bale)** | **Where from?** | **Certific-ation** | **Amount obtained** | **Amount fed out** | **Fed to include number of animals** | **Left at end of the period** | **Refer to document number** |
| E.g. Hay | Small square | J Green | BioGro | 66 bales | all | 150 cows | Nil | 34 |
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| Licks | . | . | . | . | . | . | . | . |
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| Other. | . | . | . | . | . | . | . | . |
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## 20. Brought-in livestock – not including your own returning which go in section 18 above

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| **Identification** | | | | **Source** | **Status** | | | **Drugs and treatments** | | | | | |
| **Date**  **onto**  **property** | **No. of anim-als** | **Type of stock –**  **species, breed, age, sex** | **How identified -unambiguously?** | **Where from?\*\*** | | **Verified \*\*\* certification? (What cert?)** | **Date of last drug treatment** | | **Drug used** | **Longest W/h period on label** | **Quarantined?** | **Date out of quar- antine** | **Out to which pad-dock?** | **Refer to document number** |
| E.g. 1/4/11 | 22 | Suffolk 2th ewes | Different breed from other sheep | Joe Brown | | No - uncert | 2/3/11 | | Troika | 21days | Yes | 15/4/11 |  | 28 |
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\***Unambiguous identification - we need details of actual tag numbers and markings, so the inspector can identify them from this report**

**\*\*Where from: Give enough detail to match what’s in this table to the attached certificate or management declaration. Attach full details.**

**\*\*\*Certification: Certified animals require documentation, or status is lost. Attach details in numbered document.**

***Have your livestock been under TB movement control in the period?...*** Click here to enter text.

## 21. Livestock treatment and quarantine records

***Include homoeopathic and herbal remedies, as well as conventional chemicals***

**21(a) Current period treatments**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No. of anim-als** | **Type of stock – species, breed, sex, age** | **Identifying marks natural or tag nos.)** | **Demeter status before treating** | **Treated**  **with: (copy from label)\*** | **Active ingredient (copy from label)** | **Why treated?** | **Date treated** | **Label w/h**  **Period**  **(Copy)** | **Date out of**  **quaran-tine.\*\*** | **Out to which pad-dock?** | **Refer to doc-ument numbr** |
| E.g. 200 | All Friesian cows | All tags | Full | Devon apple tonic | Apple cider vinegar | Tonic | Every week | Nil | n/a |  | 29 |
| . | . | . | . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . | . | . | . |
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| . | . | . | . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . | . | . | . |

**\* Attach a copy of label if available**

**\*\* If quarantined elsewhere than in designated quarantine paddock, please attach details.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **21(b) Tracking and disposal of livestock following treatment with prohibited remedies** | | | | |
| ***For livestock treated in this reporting period.***  (These cannot be used to supply Demeter meat, milk, wool or other products) Please give the following information supplementary to that you gave in table 23 (a) | | | | |
| Identification details e.g. tag numbers | Please state here how the uncertified products from these animals are kept separate from Demeter certified products, and how they are described or labelled if sold | | | |
| . | . | | | |
| . | . | | | |
| . | . | | | |
| . | . | | | |
| . | . | | | |
| ***For all other livestock on the farm, that were treated with prohibited materials at any time during life*** (These cannot be sold for Demeter meat but can supply products after a year) | | | | |
| Type of stock | Year treated | How permanently identified | Identification details e.g. tag numbers | Date sent away (if permanently off property) |
| . | . | . | . | . |
| . | . | . | . | . |
| . | . | . | . | . |
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| . | . | . | . | . |

## 22. Other animal welfare

**22(a) Surgical procedures and mutilations**

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

***If drugs used, record in livestock treatment form***

**22(b) 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** | . | . | . | . | . | . |

## 23. Produce harvested and dispatched

**23 (a) Finished produce to domestic customers (i.e. won’t be further processed) – continue on separate sheet if necessary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Who are your customers. A. List large customers by name.**  **B. For small customers group by type** | **What types of produce did you send them?** | **Approx per cent of your turnover** | **Ref to**  **Doc number** |
| B. Farmers market customers, Newtown | Green and root vegetables | 35% | 44 |
| A. Green Distribs, Market St, Greenton | Strawberries | 5% | 45 |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |

**23(b) Produce to export as Demeter or to Demeter processing – continue on separate sheet if necessary (include own processing)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Packaging** | **Amount** | **Packer/exporter/**  **Processor** | **Destination** | **Date off farm** | **Refer to**  **Document**  **number** |
| . | . | . | . | . | . | . |
| . | . | . | . | . | . | . |
| . | . | . | . | . | . | . |
| . | . | . | . | . | . | . |

Produce packed off farm and or exported should be discussed with Demeter New Zealand beforehand

**23(c) Labelling and consumer information (complete the three panels below. (If YES, additional information is needed)**

|  |  |  |
| --- | --- | --- |
| **Have you used labels referring to Demeter or certified biodynamic during the year or propose to use them in future?** | **Have you supplied promotional material or product info during the year or propose to supply some in future?** | **Do you have info referring to Demeter or certified biodynamic on a website? Or do you propose to do so? (If proposing, supply draft text)** |
| **YES or NO?** Click here to enter text.  **If YES I attach copies as document number** . | **YES or NO**Click here to enter text.  **If YES, I attach it as doc number** . | **YES or NO**Click here to enter text.  **If YES, at www** Click here to enter text. |

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

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

## If you stayed within your plan – including doing all the things the plan said you would – put a tick in every line of “Kept to plan” column. Is your plan adequate for the future? Does it need changing? If you want to make changes, enclose a revised plan with the changes tracked and tick “Have attached proposed revised plan” for that item.

|  |  |  |
| --- | --- | --- |
| **Section** | **Kept to plan**  **Yes -tick**  **No- X** | **Proposed revised plan attached**  **Tick if yes** |
| 1. Breakdown of land managed |  |  |
| 1. Biodiversity reserve |  |  |
| 1. Other info |  |  |
| 1. Manures and preparations sprayed | . | . |
| 1. Compost preparations | . | . |
| 1. Propagating / planting out | . | . |
| 1. Brought-in manures, etc. | . | . |
| 1. Composts and liquid manures | . | . |
| 1. Preparations made | . | . |
| 1. Spray diary | . | . |
| 1. Residues and contamin-ation | . | . |
| 1. Buildings – house-keeping | . | . |
| 1. Possum etc control | . | . |
| **Section** | **Kept to plan**  **Yes -tick**  **No- X** | **Proposed revised plan attached**  **Tick if yes** |
| 1. Chemical storage | . | . |
| 1. Gardening and arable | . | . |
| 1. Stocking rate | . | . |
| 1. Livestock reconciliation | . | . |
| 1. Grazing-off | . | . |
| 1. Supplement-ary and conserved feeds | . | . |
| 1. Brought-in livestock | . | . |
| 1. Livestock treatment | . | . |
| 1. Livestock mutilations/ confinement | . | . |
| 1. Produce harvested and despatched | . | . |

## 25. Checklist

**Check that you have:**

1. **Made entries in every table or diagonally crossed out the whole table**
2. **Where needed, completed and attached the *Farm Profile* and *Management Plan*, including black & white maps and plans (max size A3) which may require:**
   1. **Basic farm map, showing paddocks/blocks, buildings, hedges, boundaries/fences, shelter/spray belts, cross boundary (neighbour's) activities, quarantine paddock if you have livestock. *Do not colour code.***
   2. **Map showing areas having or proposed for different certifications. *Do not use colour.* Indicate different status by cross hatching e.g.   
       Conventional In conversion to Demeter Full Demeter**
   3. **Map showing locations of permanent crops. *Do not use colour***
   4. **Map showing areas where prohibited materials have been used *Do not use colour***
   5. **Plan(s) of buildings used for processing *Do not use colour***
   6. **Map (B&W) showing relationship between separated parts of the farm i.e. not contiguous.**
   7. **Map showing any special areas e.g. not sprayed with preparation 500 *Do not use colour***
   8. **Map showing outline of crop rotations *Do not use colour***

**(Limit detail on any one map – separate maps are preferable to one map with too many details.)**

1. **Attached biography forms for preparations made**
2. **Attached certificates or packing slips for brought-in preparations**
3. **Attached certificates showing acceptability of brought-in manures, fertilisers, composting and mulch materials, including: *(Do not use colour highlighting)*  
   🞟RPR 🞟 Trace element mixes 🞟 Other mineral fertilisers 🞟 Animal manures 🞟 Factory wastes 🞟 Seaweed 🞟 Fish waste   
   🞟 Other materials gathered in the wild 🞟 Other materials for making compost and liquid manures 🞟 Ready made liquid fertilisers (include how you prepped them) 🞟 Ready made composts (include how you prepped them) 🞟 Potting mix materials 🞟 Ready made potting mixes  
    🞟 Plant origin mulch materials 🞟 Any other brought-in manures or materials**
4. **Attached certificates for brought-in plant material, including:  
   🞟 Brought-in seed 🞟 Brought-in plants 🞟 Brought-in budwood and grafting material**
5. **Attached certificates for brought-in feeds and licks**
6. **Attached management statement for animals grazed off**
7. **Attached certificates for brought-in livestock (including semen)**
8. **Attached documentation of processing out-work**
9. **Attached supplier statements and/or certification proof for processing aids, additives and ingredients.**
10. **Attached soil/plant/water test results obtained during the year.**
11. **Ensured that all certificates for brought-in materials indicate that the material is not a GM organism or the product of a GM organism. (Either an organic certificate or a specific no-GM declaration is required )**
12. **Attached A4 sheets with copies of labels used during the year pasted on it, or photos of larger labels such as on bulk containers and sacks. Attached copies of product information**
13. **Ensured every document is numbered and number entered in reference column of relevant section**