



Guide to Demeter Forms for Demeter Applicants and Licensees

Demeter New Zealand

An enterprise of the Bio Dynamic Farming and Gardening
Association (in NZ) Inc

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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:

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

1) **Biodynamics**

General information on biodynamics, Demeter and the Bio Dynamic Farming and Gardening Association (trading as Biodynamics New Zealand) is available in various places such as Biodynamics New Zealand's website. <https://www.biodynamic.org.nz> and in books and magazines.

2) **Membership**

Applicants and licensees must be members of Biodynamics New Zealand. You can find membership information at www.biodynamic.org.nz/biodynamic-association/joining-the-association.

3) **Documents**

To apply for Demeter certification, you will need the following documents, available from Biodynamics New Zealand.

- a) The Memorandum of Understanding
- b) The Farm Profile template
- c) The Management Plan template
- d) The Application Declaration
- e) The Annual Report Data

4) **Standards**

You also need Demeter Production Standards for Biodynamic Agriculture – buy separately or download from 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. In particular, note that you are required to hold and maintain an approved organic certification in order to be Demeter certified. Conversion to organic certification can be undertaken at the same time as conversion to Demeter.

5) **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 your application is received by Demeter New Zealand.

This may lead to a peer review visit but normally will not lead to an offer of certification on the first occasion. That can normally only happen a year later – after an audit by your organic certifier. Shorter times may apply if your produce is already fully organically certified.

If a peer review is required, the peer review is undertaken by another biodynamic practitioner in your area approved by the Assessment Group.

It should be noted that Demeter audits are carried out by your organic certifier in conjunction with your organic audit, so aligning your organic and Demeter certification periods will be necessary.

6) Sequence of tasks

The normal sequence is:

- a) Join Biodynamics New Zealand.
- b) Read this manual – it contains information you need.
- c) Complete the Memorandum of Understanding (MOU).
- d) Prepare a farm profile according to the Farm Profile Template.
- e) Prepare a farm management plan according to the Management Plan Template.
- f) Complete (fill in) the Declaration Form (this is also the application form).
- g) Complete the Annual Report Data.
- h) Complete a list of supplementary documents for brought-in materials and livestock. Original documents must be available if requested.
- i) Forward: MOU; farm profile; management plan; declaration; annual report data; documentation for brought-in materials and livestock to Biodynamics New Zealand; copy of your organic certificate.

After that....

7) Assessment

- a) Your documents will be reviewed by two members of our Assessment Group.
- b) You may be asked to send further information that the reviewers have deemed necessary.
- c) An on-site peer review which looks at your property and how you are integrating the biodynamic practices and concepts may be requested by the Assessment Group.
- d) The Demeter Secretary collates all documentation, including any reports from a peer review if undertaken, and sends them to the two Assessment Group Members who recommend the outcome to the Demeter Assessment Group.
- e) The Demeter Assessment Group makes the final decision, which is supplied to you in writing by the Demeter Secretary.

8) Registration

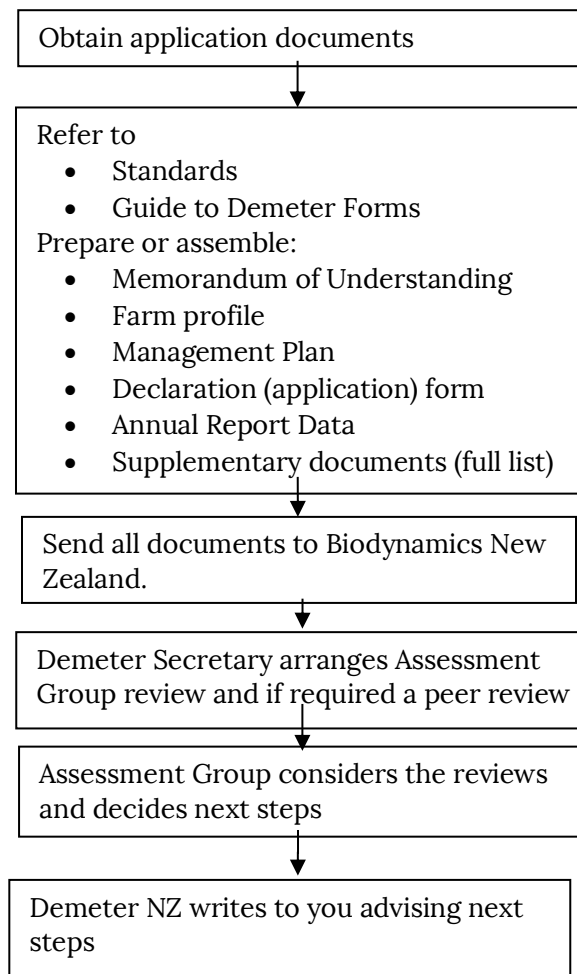
Normally, following completion of the assessment phase:

- a) Your farm will be recorded as in the registration, or D0, year (previously called the stand-down year). The letter you get will tell you about this.
- b) The letter will also advise if there are any non-compliances with the standards.
- c) The start of the registration period (first year of change over) will be recorded as the date you filed your application, unless the assessment reveals reasons to postpone it (e.g. use of a prohibited material).

9) Second and subsequent years

- a) A renewal package will be sent each year. If your property has been Demeter certified or registered, you will get a form that includes some of the information you have already supplied pre-printed in it.
- b) Only after your registration or D0 year has passed and an audit has been completed is it possible to offer certification as detailed in s3. How Demeter Certification Works in the Demeter Standards.
- c) If you are already certified organic the times to full certification may be different – please enquire.

Flow chart for registration for Demeter New Zealand Certification



10) Costs

- a) Annual inspection and licensing fee is \$460 in the first year and \$420 after that, including GST. Applies to both farmers and processors.
- b) 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.
- c) Farmer's levy is based on farm-gate value at time of sale. Processor's levy is based on value added.
- d) 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.
- e) Finished wine labelled Demeter is levied at 1c per litre.
- f) Levies for wine and wine grapes are half the above rates in the first year of certification.

The Demeter Application Documents

1) Working with the documents

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

- a) Read everything first to get a sense of what goes where.
- b) Try a dummy run on all or part of the application report data tables. Are you clear about exactly what materials and methods you use?
- c) 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.

Particular documents for Primary Production

1) Memorandum of Understanding (MOU)

When you are offered Demeter certification you will be offered a contract. Until that time the Memorandum of Understanding forms the basis of the agreement between us. The intention of this document is to remove uncertainty. Under New Zealand law, a contract exists when we start doing work towards certifying your property and you agree to pay for it. But what that contract requires from the parties 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.

2) Declaration

- a) This form should be completed and signed with dark blue or black ink, not signed on a computer.
- b) It can then be sent in the post or scanned and sent electronically.
- c) 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 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.), or;
- 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 does use of non-organic seeds and plants, use of some brought-in materials and some other things.

- A reason is needed.
- Permissions must be renewed each year, or they lapse.
- Use of brought-in materials should be described in the management plan. See appendix for details.
- Licensees with a certification by BioGro or Organic Farm NZ can use brought-in materials permitted by their organic certifier unless Demeter New Zealand has told them not to. Refer to Tables 5-1, 5-2, 6-1, 6-2 and 7-1 of the standards.

3) Application/Annual report data

- a) These can be completed by pen or on computer.
- b) An e-version will be sent to you but you can print this out and complete by pen.

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, information on which is given in the Management Plan 3.1.b).
- The final column is to record the yield for each crop.

Method:

- 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.
- 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.
- 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 and Q3. Preparations, etc. In this table you tell us what field preparations, composts and liquid manures you used. In **Q8** you say what preparations you made.

Q4. Use of Fertilising and Soil Conditioning amendments permitted in organic certification but where the Demeter conditions differ. You must confirm whether you have used any products listed in table 5-1 or 6-1 of the Standards.

Q5. Plant pest and disease materials permitted in organic certification but where the Demeter conditions differ. You must confirm whether you have used any products listed in table 5-2 or 6-2 of the Standards.

Q6. Animal feed materials permitted in organic certification but where the Demeter conditions differ. You must confirm whether you have used any products listed in table 7-1 of the Standards.

Q7. List here what compost and liquid manures you made.

Q8. List here what biodynamic preparations you made. The numbers in the reference column should refer to the preparations record forms. Copies of preparations record forms can be obtained from the Demeter website pages.

Q9 Stocking Rate - Manure Pressure. How much nitrogen and phosphorus 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 even if you are not seeking certification for the livestock.** Default figures for the amount of nitrogen and phosphorus produced are printed on the form. If you have better information, for example from feed budget calculations, please supply it.

Q10. Brought-in livestock. Record any animals brought-in to the property and any treatments they have been given prior to arrival. At the bottom of the table is a question on whether your animals have been under TB movement control. Don't forget to complete this.

Q11(a) This is for treatments given to livestock in the current year.

Q11(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.

Q13(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".

Q13(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 New Zealand to trace processed or exported produce claiming to be Demeter in the marketplace. Note that the standards require you to notify Demeter New Zealand before exporting. Actual volumes or weights of crops are needed here.

Q13(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 supplied on a numbered supplementary document. Labels on bulk bins, cartons or sacks should be photographed and the photo attached. Copies of publicity material should also be supplied, and a link given to any information on a web site.

Q14 Peer Review and biodynamic development. An important aspect of biodynamic production is the understanding and application of the principles outlined in section 2. of the standards. Those new to biodynamics will naturally take time to develop their depth of understanding of these principles and to incorporate them into the normal day to day functioning of the farm. The aim of this question is to provide the Demeter assessment group with confidence that licensees are continuing to develop their understanding and application of these principles.

Q15 This asks you to confirm three questions that are required by the standards.

Q16(c) If you are the non-owner manager of the property, documentary evidence will be required showing you have the owner's authority to meet Demeter obligations. Refer to s.3.3.4. of the Standards. See the back of the Management Plan template for an example.

4) Documents Supplementary to the Report Tables

Attach documents as referred to in the Annual Report Data. If bringing in livestock include Animal Status Declaration.

About Brought-in Materials Generally

1) Written verification

Written verification of brought in materials and livestock will be required by your Organic Certifier. Additionally, Demeter New Zealand requires written verification of biodynamic materials (preparations etc).

2) Check documentation

Check the documentation against the Demeter standards. Is it acceptable?

3) Are there further obligations?

- a) Ensure that your management plan states the brand name, generic product name and how and why you use it.
- b) Keep originals for the inspection.

4) 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. BioGro certification of a product generally means it can be used on a Demeter property unless:

- a) We have asked you not to use it. Refer to Tables 5-1, 5-2, 6-1, 6-2 and 7-1.
- b) You use it in a way that's not allowed by Demeter standards – for example it's a compost but no biodynamic preparations were used.

5) Genetically Engineered Organisms

If it's not certified and 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. This will be audited by your Organic Certifier.

All plant material must be so documented if not certified or approved by your organic certifier.

6) Soil Fertility and Conditioning Materials

- a) 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.
- b) Ready-made manures (compost, liquid fish, liquid seaweed etc.) from BioGro approved sources: They need verification that they are made with biodynamic preparations. Ask us what you need to ascertain.
- c) Animal manures and raw plant materials (including old hay and silage from Demeter or organic certified farms): Approval from your organic certifier is required.
- d) Sawdust, wood chips, bark etc: Approval of your organic certifier is required.
- e) Note: some materials permitted by your organic certifier may not be approved by Demeter New Zealand.
- f) Remember...All brought in plant or animal manures must be composted, except for:
 - i) approved mulch materials,
 - ii) materials that are mixtures that don't ferment (see below)
 - iii) materials where Demeter permission has been given.

7) Soil fertility materials that don't need preparations

Materials that, as a whole, will not ferment don't need to be processed with the compost preparations. For example, a rock dust with small amounts of plant or fish material added doesn't need preparations.

But

Materials that, as a whole, will ferment must be processed with the compost preparations. For example, a liquid manure which has had small amounts of minerals added needs on farm processing with the preparations.

And

Materials that are already products of fermentation must have been made with the compost preparations. Otherwise they can only be ingredients in on-farm fermentations. For example, brought-in organically certified compost must be made with the compost preparations (and verified that it's been done properly). If it wasn't, the compost may be included in a new compost or manure made on farm with the preparations but should not be applied directly to the soil.

8) Livestock

Incoming livestock and/or its products may be certified under certain circumstances. Consult Table 7-2 Brought-in livestock status and products of the standards. Documentary evidence will be needed for any proposal for certification. 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.

9) Seeds and plant materials

Uncertified seeds and plants may only be sourced if no suitable organically certified alternatives are available. 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.

10) **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 New Zealand does not offer any guarantee that products are safe simply because you have followed procedure. Safety is your responsibility.

11) **About maps.**

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 printed aerial photos or maps. These can be provided digitally. If we need to copy printed maps, we can't copy those bigger than A3. An indication of scale is required on the map.

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 copy of the master then add other detail.

The Farm Profile Template

1) **Farm Profile**

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.

2) **Some general expectations**

- a) Number your paragraphs using the numbering in the template.
- b) 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".
- c) Keep an electronic copy for next year (very important).
- d) Supply maps in the format described above.

3) **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:

- a) What has been added.
- b) What has been deleted.

We don't need to see formatting changes. The easiest ways of showing changes are in Microsoft Word – use track changes function, accessible via the Review menu in Word (.docx files), or via the Tools menu in earlier versions (.doc files).

If set properly these will underline new text and cross out deleted text but leave it visible. (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

1) Management Plan

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

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

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.

2) Some general expectations:

- a) Number your paragraphs using the numbering in the template.
- b) 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".
- c) Maps are supplied in the formats described above.
- d) 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 avoids the use of copper except in critical situations such as.... Instead we...".
- e) Don't put in this year's usages. These go in the report tables.
- f) Keep an electronic copy for next year (very important).

3) 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:

- a) What has been added.
- b) What has been deleted.

We don't need to see formatting changes.

The easiest ways of showing changes are in Microsoft Word – use track changes function, accessible via the Review menu in Word (.docx files), or via the Tools menu in earlier versions (.doc files).

If set properly these will underline new text and cross out deleted text but leave it visible. (It's also worthwhile finding and using the option to not show format changes as this will keep your document cleaner).

4) Particular parts of the Management Plan

S1.5 Education

This section 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 webinars and podcasts.

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 section has these items on plant materials.

- b) Seeds – include details of how any treated seeds are managed.
- c) 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 New Zealand uses to assess your request.

This permission must be obtained before the plants or seeds are brought in. We prefer to give you yearly 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 New Zealand 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 makers 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 it 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 International Demeter Biodynamic Standards describe the processing requirements. You can source them from www.demeter.net. Choose “Certification” then “Demeter Standard”.

1) Processing Template (for non-wine produce)

The first step to the certification of processing is for you to describe what you do. You use the Processing Template (for all processing except wine making – see separate section) in the same manner as the Farm Profile and Management Plan templates. (Keep an electronic copy). There is also the Processing Annual Report Data document to complete.

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 New Zealand has to know exactly what they do. We need to know what instructions you give them and we may need to inspect them too.

2) Wine making documents

a) **How Demeter New Zealand certifies wine.**

There are two steps.

- i) You use the Winery Report Template to report what happens in the winery
- ii) There is the Processing Annual Report Data document to complete. You use the separate Wine Batch Form in place of answering question 1 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 New Zealand 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.

b) **The Winery Report Template**

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, send us written copies of your instructions to the bottler and the transporter. Demeter New Zealand needs this information to be assured of appropriate treatment if certification is to be maintained.

Refer to the International Demeter Biodynamic Standards which describe wine making requirements. You can source them from www.demeter.net. Choose "Certification" then "Demeter Standard". Wine is in a specific chapter of the standards, but the general criteria at the beginning also apply.

c) **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:

- i) Lot number of the bottling.
- ii) Residual sugar measure at bottling.
- iii) Sulphur dioxide level measure at bottling.
- iv) Proposed labels.

Appendix 1: Preparing a Management Plan section for a brought-in material.

Demeter and organic standards have specific requirements for the use of brought-in materials. This should be considered in your management plan. Usually, your section should consider the following:

- 1) What is the problem you are seeking to overcome?
- 2) What measures have you already applied that could normally be expected/ intended to mitigate it?
- 3) What measures are already stated in your Management Plan for managing the problem?
- 4) Are there other measures of a management nature that you know of that you have not used?
- 5) What management advice have you taken relevant to this issue?
- 6) Why do you consider general management measures are not sufficient?

Appendix 2: Demeter Forms Checklist

Annual report tables:

- 1) Leave no blank spaces on the form (we don't know whether blanks mean "not applicable", "don't know" or "forgot to fill in"). Complete with either n/a or none, whatever is appropriate. *If the space is blank we'll probably have to ask you for more information.*
- 2) Keep a copy of the completed form. *Keeping a copy of your form is a good way to record what you've told us.*
- 3) Check that what you send us is well organised, e.g. not on jumbled scraps of paper if posting. *If we have to organise it in order to file it (even digitally), we will charge for the time taken.*

Management Plan and Farm Profile:

If supplying for the first time:

- 1) Check that these are printed on A4 paper or supply electronically. *This is to assist the Assessment Group and thus keep the costs down.*
- 2) Check that all sections have been completed, and that any maps are as described earlier.
- 3) Check that in each section of the *Management Plan* you have given a picture of your current practices, and any plans for changes and improvements.
- 4) Keep a master copy that you can use if you need to send us a revised plan or profile. *Electronic master copies will be the most convenient in the long run.*

If not supplying for the first time:

- 1) Amendments should be incorporated into a revised plan as tracked changes and the whole revised plan forwarded to us.
- 2) Keep a master copy of the revised plan.
- 3) The Assessment Group **will not** review anything that does not have track changes showing. If the Assessment Group cannot see changes then it is assumed you have made none. If there is unclarity around any changes, you may be charged for the extra time it takes to sort this matter.



SYSTEMS DOCUMENTATION

DOCUMENT REVIEW HISTORY:

Version Number	Reviewed by:	Issue Date:	Reason:
1	D Wright	January 2007	First issue of Guide to Demeter Forms
2	J Turner G Turner	04/09/19	Complete review of all sections to reflect new process of separate organic certification pre-requisite and contracting of inspection work
3	J Turner	17/10/20	General Information on Certification, sections 5, 6, 7, 8 and 9 rewritten to reflect changes to the new process. Particular documents for Primary Production rewritten to reflect changes to the Declaration and Annual Report Data forms. References to paper copies of maps removed. Appendix 2 – items 2, 3 and 4 removed.
4	J Turner	25/02/21	Section 3, Q7 – “composts and” added Q9 – added “even if you are not seeking certification for the livestock”. Full sentence bolded. Q15 – added new sentence, old sentence renumbered to Q16 Section About brought in materials – “If” added to last sentence, first paragraph re maps. Section Farm Profile Template 3) – removed sentence re colour and copying. Section Management Plan Template 3) – removed sentence re colour and copying. Appendix 2, Management Plan and Farm Profile – 3) added
5	J Turner	21/06/21	Added item f) to Costs