



Slow Food®
Coffee Coalition

GUIDE: HOW TO READ THE “GUARANTEE SHEET FOR COFFEE PRODUCTION”

PREMISE

The *Guarantee Sheet* in a Participatory Guarantee System (PGS) initiative is the monitoring tool **that helps the people in charge of the field visits to follow and check in an orderly way what are the most important factors for that specific initiative**, that in this case falls under the umbrella of the Slow Food Coffee Coalition. The guidelines that are being followed through the indicators in this checklist are the “Good, Clean and Fair Coffee guidelines” (link?), that every participant of this initiative must approve and embrace through a **pledge** when they take part to the initiative .

HOW THE CHECKLIST WORKS

The checklist is divided in sections, corresponding each one to a pillar of Slow Food’s philosophy (“good”, “clean” and “fair”), plus another two sections: one at the start (“general information”) and one at the end (“Free-choice”). The “good”, “clean” and “fair” sections regard the principles of Slow Food’s philosophy and how they reflect the Production Guidelines established with and for the Community:

- Good: organoleptic quality
- Clean: environmental sustainability and biodiversity
- Fair: social and economic sustainability.

“Good”, “clean” and “fair” are composed by fixed indicators, each indicator has progressive scores: from 0 to 3 snails.

In the “free-choice” part the Ethical Committee will choose 4 indicators out of proposed ones. If considered necessary, the Ethical Committee can also draft new indicators proposals for the “free choice” section in accordance with the Slow Food Coffee Coalition Group.

For every indicator the minimum scoring is 0 while the maximum is 3. 0 is total non-compliance with the production guidelines, 3 is total compliance with the guidelines. The score for each line will be written on the last blank column.

CLEAN					
INDICATOR	0				TOTAL
2. PLANT OR SEED ORIGIN	Unknown source	Known source but no guarantee on variety	Known source and known variety, produced by a guaranteed nursery.	Production on farm within the cooperative and exchange with other Community producers. Preferability for native species. ✓	3
3. FERTILIZATION	Chemical fertilizers	Natural mineral fertilizers are applied regularly.	Natural mineral fertilizers are applied when necessary. ✓ Integration with organic matter.	The farmer only uses organic matter as fertilizer.	2

Fig. 1: example of how to fill the checklist

To assess that a coffee is Good, Clean, and Fair there's a minimum number of "snails" to reach: 2,1. The compliance range span is given by the average of the scoring obtained for each indicator (the sum of the scoring for all the indicators/the number of indicators).

DATE AND LOCATION	
Name:	
Phone (if present):	
Email/website (if present):	
Farm's name:	
Type of farm:	<input type="radio"/> Family farm <input type="radio"/> Business <input type="radio"/> both <input type="radio"/> Other:
Production:	<input type="radio"/> Conventional <input type="radio"/> In conversion <input type="radio"/> Certified with:
Joins a:	<input type="radio"/> Cooperative <input type="radio"/> Association <input type="radio"/> Consortium <input type="radio"/> Movement <input type="radio"/> Other:
Workforce:	<input type="radio"/> Family <input type="radio"/> Hired <input type="radio"/> Seasonal <input type="radio"/> None
Coffe is sold as:	<input type="radio"/> Green <input type="radio"/> Pergamino <input type="radio"/> Ground <input type="radio"/> Beans
Total production:	
Other crops (if present):	
Farm's extension and/or farm's map:	<input type="radio"/> Yes (indicate extension): <input type="radio"/> No
Height of the plantation:	
Harvest period:	

Fig. 2 the "general information" table.

GOOD

This part is filled by the official Slow Food Coffee Coalition Cupping Panel, using CQI Green Grading Form to evaluate Arabica and SCA Fine Robusta Form to evaluate Robusta. This panel is in charge of evaluating green coffee imported in Europe.

The score reflects the type of coffee the Slow Food Coffee Coalition is intending to promote, not necessarily a specialty coffee but a coffee that shows higher performance, in terms of Good, Clean and Fair, than an average coffee.

INDICATOR	0				TOTAL
1. TASTE (BODY, AROMA, SWEETNESS, ACIDITY)	Grade <74.99 insufficient	Grade 75 - 79.99 sufficient	Grade 80 - 84.99 more than sufficient	Grade 85 - 100 is owptimal	

Fig. 3: the "Good" table.

CLEAN

In the clean part we find all of the indicators related to cultivation, harvesting, safeguard of the environment etc. Here can also be found the part related to processing coffee, very important because is the one that varies the most from place to place and from farm to farm.

CHOOSE PROCESSING ACCORDING TO WHAT THE PRODUCER IS DOING		Pulping starts in a max range of 6hrs after picking. Right after pulping, the fermentation process starts. No plastic is used to cover the fermenting beans. The batches at different levels of fermentation are kept separate.			
9. PROCESSING* (WASHED)	x				
10. WASTEWATER USE (WASHED)	There is no track of the use of waste water. The water used for washing (post fermentation) definitely comes in contact with community bodies of water or springs.	The water used for washing (post fermentation) might come in contact with community bodies of water or springs, but not directly.	Water used for washing is treated and reused without wastage. The discarded water is used for irrigation.	Water used for washing is treated and reused without wastage. At the end of the cycle, water could be used for irrigation or it is safely disposed of.	
11. PROCESSING* (SEMI-WASHED)	x	Pulping starts in a max range of 6hrs after picking. Right after pulping, there's a drying process to get to 30-35% humidity. Seeds are hulled (parchment and skin). No plastic is used to cover the fermenting beans. The batches at different levels of fermentation are kept separate.			
12. PROCESSING* (NATURAL WITH PULPING)	x	Mechanical pulping right after picking (max 8hrs) and selection.			
		Berries are dried			

Fig. 4 the indicators in the "clean" section related to processing coffee.

For the reason above, the processing part is highlighted in yellow. From line 9 to 14 there are the indicators related to processing. According to the farm, the coffee can be processed in one or in several different ways. Choose the processing indicator according to what the producer is doing that year. In this section, the checklist is filled only in the score 1 part: the reason is that score 1 in this section is the basic requirement from the guidelines. Scores 2 and 3 (red arrows in fig.4) can be filled according to what the producer/community is doing or experimenting with that specific processing.

FAIR

In this section we find socio-cultural indicators, related to work conditions, collaborations, roles of youth and women in the farm etc.

FREE-CHOICE

In this section, the Ethical Committee is free to choose 4 indicators out of the given pool, or to draft new indicators that would suit the specific local situation better.

SCORING

As said at the start, the final score is the sum of all the scores from the different sections, divided for the total numbers of indicators (24 indicators + 4 indicators from the free-choice part).

Example:

Final sum of all the scores= 70

Total number of all the indicators= 28

70/28= 2,5

Here are the different ranges of the final scoring:

Scoring 0- 1 severe non-compliance

This means that there are too many indicators where the scoring was insufficient. In that case, the Slow Food Coffee Coalition Group will evaluate whether it is necessary to suspend the producer or the entire Community.

Scoring 1.1-2 non-severe non-compliance / second visit necessary

This means that on some indicators the scoring was insufficient. It will be the Ethical Committee's responsibility, together with the producers, to evaluate the reason for that scoring and to ask for the corrective measures, following whom a second visit will be necessary. The second visit will have to take place in the solar year of the guarantee, but the time can vary according to the corrective measure to appl.

If the non-compliance persists during the second visit, the Ethical Committee can ask the Slow Food Coffee Coalition Group's assistance in the decision to suspend the producer and/or the Community. On the contrary, in case the non-compliance does not persist, the process for the guarantee can continue.

Scoring 2,1-3 compliance

There is no need for additional action and the process for that solar year's guarantee can continue.