Manual on Philippine Good Agricultural Practices (PhilGAP)

JOLLIBEE GROUP FOUNDATION (JGF),
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This manual was produced by JGF to support the Department of Agriculture (DA)'s advocacy to promote Philippine Good Agriculture Practices (PhilGAP) in consultation with the DA Bureau of Plant Industry (BPI) and DA Regional Field Office III.

More information on JGF and its Farmer Entrepreneurship Program (FEP) may be found at **www.jollibeegroupfoundation.org** and **www.facebook.com/JollibeeGroupFoundationInc/**

WHAT IS PHILIPPINE GOOD AGRICULTURAL PRACTICES (PhilGAP)?

HOW TO APPLY FOR PhilGAP?

STORIES FROM THE FIELD

AC	Administrative Circular
AEW	Agricultural Extension Worker
AFMA	Agriculture and Fisheries Modernization Act
AIS	Accreditation and Inspection Section
ASEAN	Association of Southeast Asian Nations
ATI	Agricultural Training Institute
BAFS	Bureau of Agriculture and Fisheries Standards
BPI	Bureau of Plant Industry
DA	Department of Agriculture
FAO	Food and Agriculture Organization
GAP	Good agricultural practices
ICS	Internal control system
IEC	Information, education and communication
IPM	Integrated Pest Management
LCE	Local Chief Executive
LGU	Local government unit
MAO	Municipal agriculture office
NGO	Non-governmental organization
NPQSD	National Plant Quarantine Services Division
NSQCSD	National Seed Quality Control Services Division
PhilGAP	Philippine Good Agricultural Practices
PhilGAPCC	Philippine Good Agricultural Practices Certification Committee
PNS	Philippine National Standards
PO	People's organization
PPSSD	Plant Product Safety Services Division
RA	Republic Act
RD	Regulatory Division or Regional Director
RFO	Regional Field Office
SAFT	Standards for the Southeast Asian Food Trade
SO	Special Order
SUC	State universities and colleges
TA	Technical Assistance
WHO	World Health Organization

ABOUT JOLLIBEE GROUP FOUNDATION'S FARMER ENTREPRENEURSHIP PROGRAM

Jollibee Group Foundation (JGF) is the social responsibility arm of Jollibee Foods Corporation (JFC), the largest and fastest growing Asian restaurant company in the world. JGF, together with partners, established the Farmer Entrepreneurship Program (FEP) in 2008 to help smallholder farmers improve their income by linking them to corporate buyers such as JFC. Through its partners, FEP helps farmer groups meet volume, quality, and food safety standards needed to become regular vegetable suppliers of companies, supermarkets, and restaurants.

ABOUT THIS MANUAL

This is a manual on how to help small farmers apply the Philippine Good Agricultural Practices (PhilGAP) standards and attain certification. The intended users of this manual are those who will assist small farmers in this process. These include farmer associations/cooperatives as well as government agricultural extension workers (AEW), who support farmers in rural municipalities all over the Philippines.

The users will learn:

1. essential information about PhilGAP and the operational procedures to apply for certification;
2. eight recommended steps in assisting small farmer members of associations or cooperatives to prepare for PhilGAP certification; and
3. tips for preparing farmers to become and remain PhilGAP-compliant.

While this manual is not meant to be a comprehensive source of information on PhilGAP, it is meant to provide the users with a headstart on relevant information about PhilGAP and what the farmers need to prepare for PhilGAP certification. The information in this manual was taken from several sources, mostly government-issued, as well as JGF and its partners' experiences in helping FEP farmers attain PhilGAP certification. As sharing of information expands, this manual will be updated on a regular basis.

CHAPTER I

BASICS ON PhilGAP

- What is food safety and how is this related to PhilGAP?
- What is the underlying framework on GAP in the Philippines?
- Who stands to benefit when smallholder farmers adopt PhilGAP?

WHAT IS FOOD SAFETY AND HOW IS IT RELATED TO PhilGAP?

Food safety is about promoting good health and keeping consumers free from harm when they take in food. It covers the way food is produced, handled upon harvest, and stored until they reach the market. Because 90% of food are produced by small family farms worldwide, small farmers[1] have a huge role to play in ensuring food safety.

Republic Act (RA) No. 10611 or the Food Safety Act, sets the framework for the development and implementation of food safety regulations. A key measure that was adopted is the mandatory promotion by the Department of Agriculture (DA) of a set of food safety standards. Good agricultural practices (GAP) pertain to on-farm production and post-production processes that are being advanced so that the food produced by farms are safe to eat and are of good quality.

Since 2013, the government, through DA and working with local government units (LGUs), has promoted PhilGAP by ensuring farms conform to these practices through certification. In so doing, DA does not simply "protect consumer health" but also "facilitate market access of local foods" produced by small farmers.[2]

[1] www.fao.org/family-farming/themes/small-family-farmers/en/

[2] www.bafps.da.gov.ph

WHAT IS THE UNDERLYING FRAMEWORK ON GAP IN THE PHILIPPINES?

The Philippine GAP, or PhilGAP, has five major components. The attention given to each component has an impact on small farmers.

Development of Standards

Standards describe hygienic practices for the production and primary processing of crops cultivated for human consumption. Every crop has a set of standards which is compiled into a code of practice. To date, there are over 100 codes of practice which are always harmonized with regional and international standards, especially those set by neighboring countries within the Association of Southeast Asian Nations or ASEAN.

Legal Mandates

The legal mandate of PhilGAP is drawn from RA No. 10611 which describes the food safety regulatory system in the Philippines. DA issues rules on its implementation through Administrative Circulars. The most recent AC is No. 01, s2018 and dated January 2018. It stipulated, among others, that the lead for PhilGAP is the Bureau of Plant Industry (BPI) and that PhilGAP certificates are now valid for two years from the previous one year.

Technical Assistance (TA)

Farmers eligible for PhilGAP certification receive support from their local government units (LGUs), the Regulatory Division of the regional field offices (RFO) of DA and DA's own training arm, the Agricultural Training Institute (ATI). The level of cooperation among these agencies vary per area but in general, they collaborate in training farmers on GAP, conducting pre-assessments of farms, serving as liaison to the BPI for the schedule of the certification process and for other forms of technical assistance.

Information Dissemination

The first source of information of farmers about PhilGAP is through their LGUs. In practice, DA-RFO conducts several one-day information drive sessions on PhilGAP. Once a critical number of farmers express interest in PhilGAP certification, several stakeholders (e.g. DA-RFO, LGU, BAFS, NGOs or SUCs) come together to train them for a longer period of time, usually three days. A PhilGAP training certificate is among the requirements for a small farmer to be considered for assessment.

Inspection & Certification

AC No. 1, s2018 has set the composition and tasks of those charged with carrying out the different procedures from pre-inspection to formal assessment, including monitoring farms issued with PhilGAP certificates with plans of renewing them. The over-all lead for inspection and certification is lodged with the BPI.

WHO STANDS TO BENEFIT WHEN SMALLHOLDER FARMERS ADOPT PhilGAP?

The small farmers are the first to directly benefit economically from adopting PhilGAP and receiving a PhilGAP certificate. A vegetable farmer from Dalaguete, Cebu, after attending a PhilGAP training, best summed up what is in it for him, saying:

> ***"I now understand GAP as a way of farming ("usa ka sistema sa pang-uma").[1] I did not realize until now that it tidies up ("hapsay"or "hipus")[2] how I perform my tasks and it is beneficial ("nindut")[3] to follow. I am able to reduce my expenses ("makamenos sa gasto")[4] and I am assured of continuous access to my regular market ("segurado ang merkado").[5]"***

Following the ASEAN economic integration in 2015, adopting PhilGAP readies farmers for competition with neighboring countries. Many food companies also require farmer suppliers to be PhilGAP-certified, in order to serve healthy and environmentally-safe food. This leads to benefits for consumers as well.

[1]When translated in Tagalog: "isang sistema ng pagsasaka."
[2]When translated in Tagalog: "naglilinis."
[3]When translated in Tagalog: "kapaki-pakinabang."
[4]When translated in Tagalog: "nababawasan ang mga gastos."
[5]When translated in Tagalog: "may paniguradong merkado."

CHAPTER II

PhilGAP STANDARDS ON FRUITS FOR VEGETABLES

- What is a risk and how is this related to standards?
- Where are the risks in a small farm?
- How did the Philippine National Standards (PNS) on GAP come about?
- What is the Code of PhilGAP for fruits and vegetables and how are these classified?

WHAT A WOMAN FARMER REALIZED FROM BECOMING PhilGAP-CERTIFIED

Among the members of the Kalasag Farmers Producers Cooperative (KFPC) to apply for PhilGAP certification in 2016 was 28-year old mother of two, Carmee Garro of San Jose City, Nueva Ecija, who has now made "being clean" a daily routine. "I collect the trash in the farm every single day," she says.

"There are no plastic wastes, dried leaves, or cigarette butts lying about…My husband handles the use of chemicals with more care, wearing gloves. The storage for chemicals is kept locked at all times and away from our children's reach." This habit, Carmee concludes, "is just as important for her family as being able to sustain their income from being PhilGAP-certified."

WHAT IS A RISK?

A risk is a condition that may occur and when it does take place, results in something negative or harmful. A farmer is almost always exposed to many risks when farming. These may be avoided through pre-emptive action and the sooner a small farmer realizes this, the better for him to minimize his losses. Farming need not be synonymous with failure.

WHAT ARE THE RISKS IN A SMALL FARM?

Hazards are closely linked to risks. Any chemical, biological or physical substances or properties that can cause fruits and vegetables to become an acceptable health risk to consumers are considered hazards. To understand what the likely risks are in a small farm, one may use the questions below to evaluate exposure to the following hazards in five categories:

1. Source of Water
2. People (or farm workers)
3. Presence of animals, birds and reptiles
4. Use of farm inputs
5. Farm materials and equipment

SOME COMMON HAZARDS ON SMALL FARMS

Sources of water

- Is the water used clean and safe or contaminated?
- Has there been intense rainfall that may have caused crops to be in contact with floodwater?

People (or farm workers)

- Do farm workers follow good personal hygiene practices?
- Is there a hand washing area and toilet within the farm?

Presence of animals, birds and reptiles

- Do animals like dogs or chicken roam freely around the farms during harvest?
- Do birds come close to areas where the crops are kept or stored after harvest and before being transported?

Use of farm inputs

- Is the use of chemicals within the prescribed limits or excessive?
- What is the time difference between the application of manure and organic materials, and harvest of crops?
- Is the storage for organic materials near the production areas?
- Are the nearby farms using organic materials that may have contaminated the crops?
- How, and where, are empty bottles and containers disposed?

Farm materials and equipment

- Are the following kept clean and maintained at all times: containers and tools used during harvest, temporary storage of harvested produce, and vehicles used for transporting the produce?

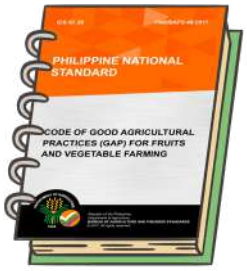
HOW ARE RISKS RELATED TO STANDARDS?

A standard is used as a measure or norm, indicating a level of quality that is to be aspired for. Adopting a standard is voluntary and comes as a result of evaluating the likelihood that a certain risk will occur. Conforming to a standard would reduce the likelihood a risk will occur or, when it does, lessen the gravity of a loss.

HOW DID THE PHILIPPINE NATIONAL STANDARDS (PNS) ON GAP COME ABOUT?

The development of national-level standards related to good agriculture was first mandated in the Philippines by RA No. 8435 or the Agriculture and Fisheries Modernization Act of 1997 (AFMA). The Bureau of Agriculture and Fisheries Standards (BAFS) was created under the DA to fulfill this mandate, "establishing (the) scientific basis for food safety, trade standards and codes of practice."[1] Over the next two decades, these standards would be upgraded to become harmonized with ASEAN economic prescriptions and region-wide minimum GAP requirements.[2]

WHAT IS THE CODE OF PhilGAP FOR FRUITS AND VEGETABLES AND HOW ARE THESE CLASSIFIED?



The Code of GAP[3] lays down the standards for fruit and vegetable farming. These are classified into four major modules: (1) food safety, (2) environmental management, (3) harvesting and quality produce, and (4) workers' health, welfare and safety. Essentially, GAP describe good farming practices that have either been followed by farmers or prescribed to them in the past by AEWs but not yet adopted. Table in the next page shows how Code of GAP for fruits and vegetables are classified according to PhilGAP modules.

[1]www.bafps.da.gov.ph/aboutus/mission-vision

[2]In 2017, the Philippines led a region-wide effort to align national-level standards with ASEAN GAP standards under the ASEAN-German Cooperation Project on Standards for the Southeast Asian Food Trade (SAFT). The other link the PNS on GAP has is with Codex Alimentarius, a joint effort of the Food and Agriculture Organization (FAO) and the World Health Organization. Cf. to www.fao.org/faowho-codexalimentarius/about-codex/en/.

[3]The latest Code of GAP is referred to as PNS/BAFS 49:2017. Cf. www.bafps.da.gov.ph.

CLASSIFICATION OF ELEMENTS ON THE CODE OF GAP ACCORDING TO PhilGAP MODULES

Elements Based on Code of GAP for Fruits and Vegetables	Four GAP Modules			
	Food Safety	Environmental Management	Workers' Health, Safety & Welfare	Produce Quality
Site history & management	✓	✓		
Planting/propagation materials & root stocks	✓	✓		✓
GMO	✓			
Fertilizers and soil additives	✓	✓		✓
Water (irrigation/ fertigation)	✓	✓		✓
Chemicals for plant protection	✓	✓	✓	✓
Harvesting & handling produce	✓			✓
Traceability and recall	✓			✓
Training	✓	✓	✓	✓
Documents and records	✓	✓	✓	✓
Review of practices	✓	✓	✓	✓
Soil & substrates management		✓		
Waste management		✓		
Biodiversity		✓		
Working conditions			✓	
Workers' welfare			✓	
Workers' health & hygiene			✓	
Food safety & quality plan	✓			✓

CODE OF GAP: DESCRIPTION OF FOUR MODULES AND SOME PRACTICAL EXAMPLES

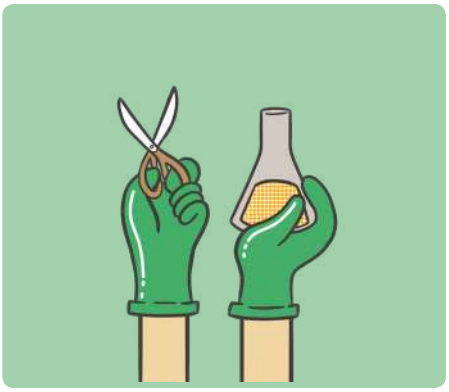
Module 1
FOOD SAFETY

Description:

- Origin of, and procurement practices related to planting materials
- Farming practices related to application of fertilizers and chemical pesticides and the maintenance of equipment and tools

Practical ways to adopt:

1. Procure seeds only from accredited suppliers.
2. Have a storage area for fertilizers and chemicals. Storage areas must be kept clean, well-ventilated, covered and secure at all times.
3. Practice integrated pest management (IPM).
4. Rinse used chemical bottles 3x before disposal.



Module 2
ENVIRONMENTAL MANAGEMENT

Description:

- Farm location (prior land use and suitability for agricultural production)
- Farm structure (cultivation, packing and storage areas, irrigation system)
- Farm site management
- Farming practices related to ensuring water safety and proper waste segregation

Practical ways to adopt:

1. Production areas must be far from cemeteries, poultry farms, and landfills.
2. Keep farms free from weeds and litter. Ensure area is inaccessible to stray animals.
3. Get an accredited laboratory to conduct a water quality assessment.
4. Provide two trash cans for biodegrable and non-biodegrable waste materials.

Module 3
HARVESTING AND QUALITY PRODUCE

Description:
- Farming practices related to harvesting, handling, and transporting of crops
- Type of packing and storage areas or facilities
- Traceability or record-keeping of farm data

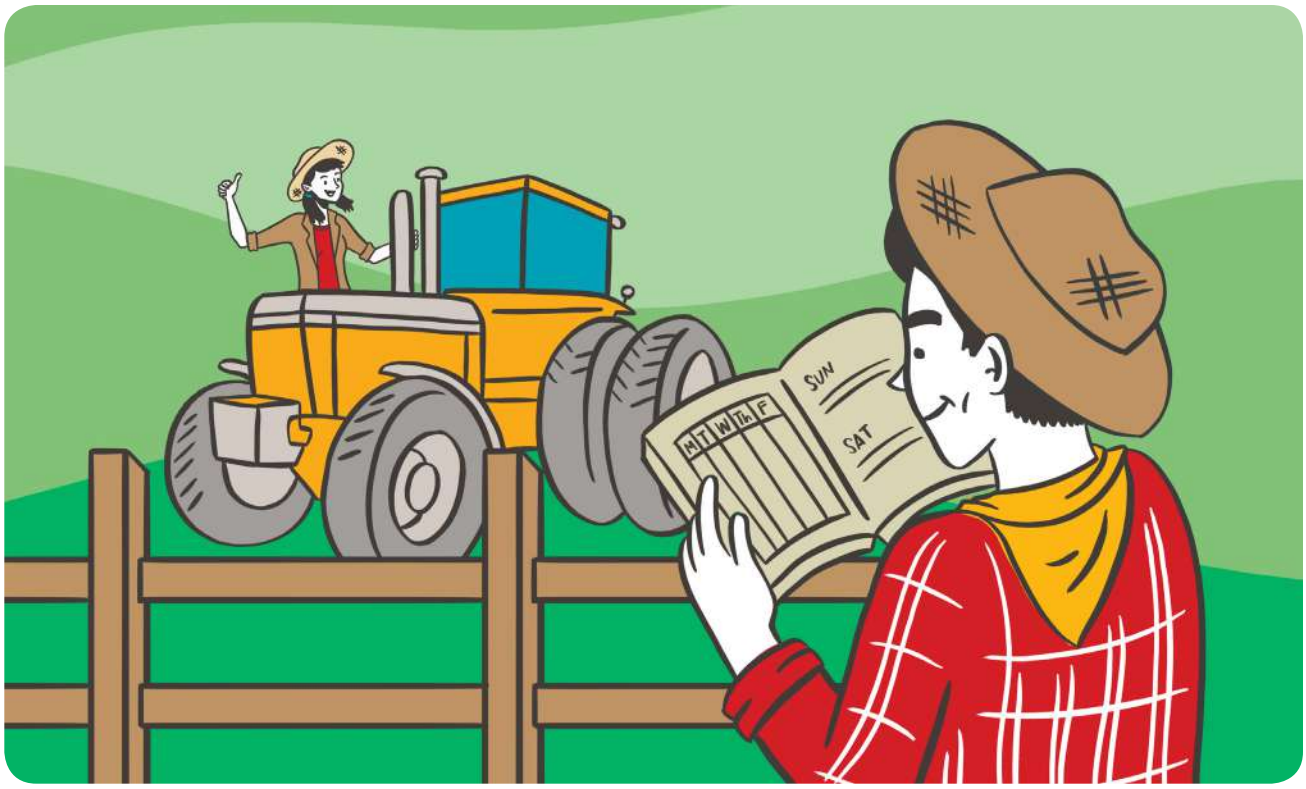
Practical ways to adopt:
1. Use color-coded containers for harvesting, handling and packing produce. Containers should be made of non-toxic materials, and may be easily cleaned and disinfected.
2. Sorters and packers must wash their hands with soap before handling produce.
3. Label all packing materials with name of farmer, date, quantity and other essential data.

Module 4
WORKERS' HEALTH, WELFARE AND SAFETY

Description:
- Workers' benefits and training

Practical ways to adopt:
1. Install a toilet and a resting area for farm workers.
2. Provide protective clothing for workers exposed to hazardous conditions such as during spraying.

For complete list on the Code of GAP for fruits and vegetable, you can request from your respective DA Regional Field Office or download from DA-BAFS website (www.bafps.da.gov.ph).



CHAPTER III

OPERATIONAL PROCEDURES FOR PhilGAP CERTIFICATION

- What is certification?
- Who can apply for PhilGAP certification?
- What are the two ways of applying for PhilGAP certification?
- What are the requirements for application and renewal of PhilGAP certification?
- What is the application process for PhilGAP certification?
- What is the process during farm inspection or assessment for PhilGAP?
- Which government agencies are involved in PhilGAP certification?

THE ROLE OF LEADERSHIP IN ORGANIZING FOR PhilGAP – THE KALASAG EXPERIENCE

In late 2016, Chairman Arnold Dizon and General Manager Wency Gomez of the Kalasag Farmers Producers Cooperative marshalled their 60+ members to prepare for PhilGAP assessment in less than four months. Despite the difficulty of having their members' farms ready by first quarter of 2017, they worked together with the LGU of San Jose City to push their members to toe the line or risk losing cooperative benefits. 42 of their members passed on first inspection, with 20+ other members securing their certifications a month later.

In 2018, Kalasag FPC renewed its PhilGAP certificate as a group. They already drafted their internal control system (ICS) and started its implementation.

WHAT IS CERTIFICATION?

Certification is the granting of official recognition that an entity's system of doing things conforms to the required standards for quality. In PhilGAP, the DA singlehandedly assumes the certification function, in order to guarantee that no small farmer is turned away from applying because he cannot afford the fees. The DA does not charge anything for PhilGAP certification.

WHO CAN APPLY FOR PhilGAP CERTIFICATION?

Any Filipino into farming can apply for PhilGAP certification. It does not matter if he is a small owner-cultivator, a tenant or the owner of a large corporate farm. The Code of GAP is applicable to those engaged in the production of fruits and vegetables meant for human consumption. Similarly qualified are (a) partnerships or joint ventures, (b) groups like cooperatives, corporations, associations or organizations and (c) agencies linked to universities or LGUs that manage demonstration farms.

WHAT ARE THE TWO WAYS OF APPLYING FOR PhilGAP CERTIFICATION?

Those who qualify to apply for PhilGAP certification may do so individually or as a group.

For individual applicants, the assessment is directed at their day-to-day practices in the farm. Timing is dependent on a farmer-applicant's readiness and preparation is simpler as the applicant is focused only on his farm.

For group applicants, , including farmers' associations and/or cooperatives, the assessment is focused on how the internal control system (ICS) is being followed. Only a few members from the group, selected randomly, will be assessed but preparation takes longer.

An ICS contains procedures and protocols for internal inspection and corrective action. The list of production standards, the inspection rules and the prescribed documentation forms constitute the ICS manual.

A functioning ICS secures members' compliance of PhilGAP, increasing their likelihood of passing assessment. The internal inspection required in the ICS also ensures more thorough application of the standards. Essentially, in proving an ICS works, documentation must be consistently performed.

However, ICS formulation requires more commitment from members of group applicants. Application for assessment may also be delayed is some members are not ready, and certification is withheld if a group member fails the assessment.

WHAT ARE THE REQUIREMENTS FOR APPLICATION AND RENEWAL FOR PhilGAP CERTIFICATION?

There is a standard PhilGAP application form that must be filled up by any individual farmer or farmers' group that wants to undergo PhilGAP certification.[1]

The supporting documents to accompany the PhilGAP application form are as follows:

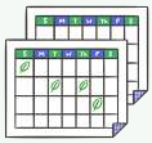
- ☐ Farm or organizational profile (including diagram that shows structure in the organization)
- ☐ Farm location map
- ☐ Layout of farm(s) to be inspected
- ☐ Field operation procedures
- ☐ Production and harvesting records[2]
- ☐ List of fertilizers, pesticides and other agricultural chemicals used
- ☐ Certificate of Nutrient Soil Analysis
- ☐ Certificate of training on PhilGAP conducted by ATI, BPI, LGU, DA RFO, SUCs or any ATI-accredited service providers
- ☐ Certificate of registration and other related permits (e.g. SEC, DTI, CDA or DOLE)

For group applicants, the major requirement during the application process will be the ICS manual. Every member of the farmers' association or cooperative, however, must have most of the documents that an individual farmer-applicant is expected to submit.[3]

[1-2]Application form and forms for production and harvesting records and list of farm inputs used may be secured from DA-RFO

[3]Except for the farm or organizational profile and certificate of registration of farmers' association or cooperative.

Farm records are usually kept in a small notebook or calendar, detailing all farm activities. They should include, but are not limited to:



- **Dates of sowing**

- **Dates of the application of fertilizers and pesticides**

- **Fertilizers and pesticides' brand, quantity, and cost for labor to apply**

- **Receipts of purchases related to farm**

- **Costs for labor**

WHAT IS THE APPLICATION PROCESS FOR PhilGAP CERTIFICATION?

All required application documents are reviewed by the LGU, usually the AEW from the Municipal Agriculture Office (MAO). These are compiled, and together with a letter of endorsement signed by the LCE, submitted to the Regulatory Division (RD) of the regional field office (RFO) of DA. These are then endorsed and forwarded to the Bureau of Plant Industry (BPI) which sets the schedule for farm inspections. The BPI is required to issue a notice of inspection 10 days after receiving the complete set of application documents. Actual inspection, however, must ensure there are standing crops and/or the farmer-applicants are about to harvest.

- AEW of LGU will review and compiles all application documents of individual or group of farmers
- LGU will submit all application documents with a letter of recommendation from LCE to Regulatory Division of DA RFO

- Regulatory Division of DA RFO will receive and review all application documents
- Pre-assess the farm of farmer applicant
- DA RFO will submit/endorse all application documents to DA-Bureau of Plant Industry (BPI)

- DA-BPI will notify the DA RFO upon receipt of application documents
- DA-BPI will review and assess the completion of application documents within 10 working days

- DA-BPI will schedule farm inspection with inspectors
- DA-BPI issues notice of inspection to DA-RFO

- DA-RFO will notify the farmers for the schedule of farm inspection

WHICH GOVERNMENT AGENCIES ARE INVOLVED IN PhilGAP CERTIFICATION?

1. Regulatory Division of the Regional Field Office of DA

- Conducts pre-assessment of farms being applied for PhilGAP certification
- Takes care of release of PhilGAP certificates to successful farmers

2. Accreditation and Inspection Section (AIS) of the Plant Product Safety Services Division (PPSSD) of BPI

- Secretariat of PhilGAP
- Coordinates inspection and assessment process

3. PhilGAP Certification Committee (PhilGAPCC)

- Co-chaired by BPI Assistant Director and PPSSD Chief
- Members: Chiefs of National Plant Quarantine Services Division (NPQSD) and National Quality Seed Control Services Division (NQSCSD)
- Undertakes final evaluation and makes appropriate recommendations to the BPI Director

4. PhilGAP Inspectors

- Duly-designated trained personnel from BPI, DA RFOs and other agencies
- Assigned and authorised by BPI to conduct the actual inspection
- Prepare and submit inspection reports to BPI

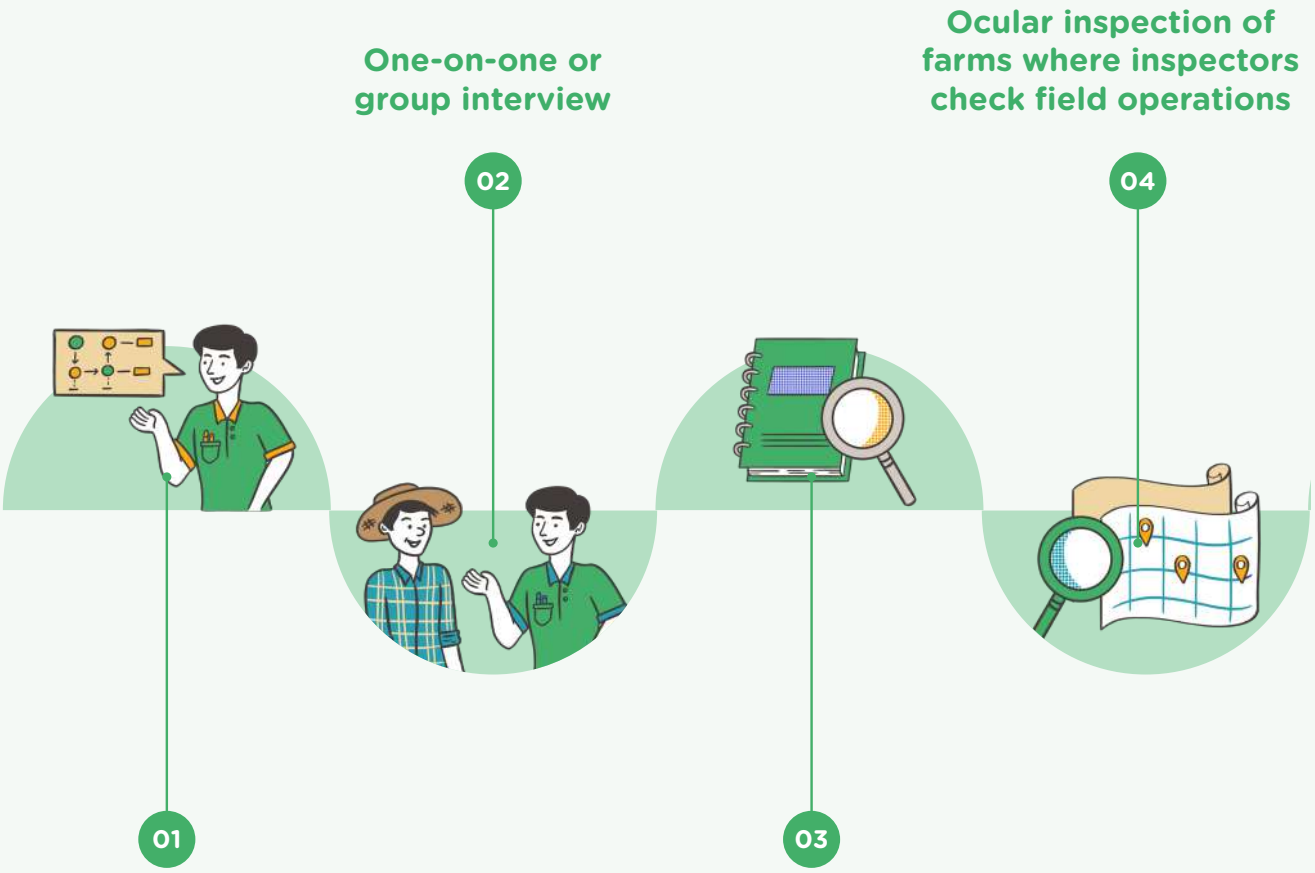
5. PhilGAP Certificate Signatory

- BPI Director is the signing authority of all PhilGAP certificates and approves their release to successful farmers

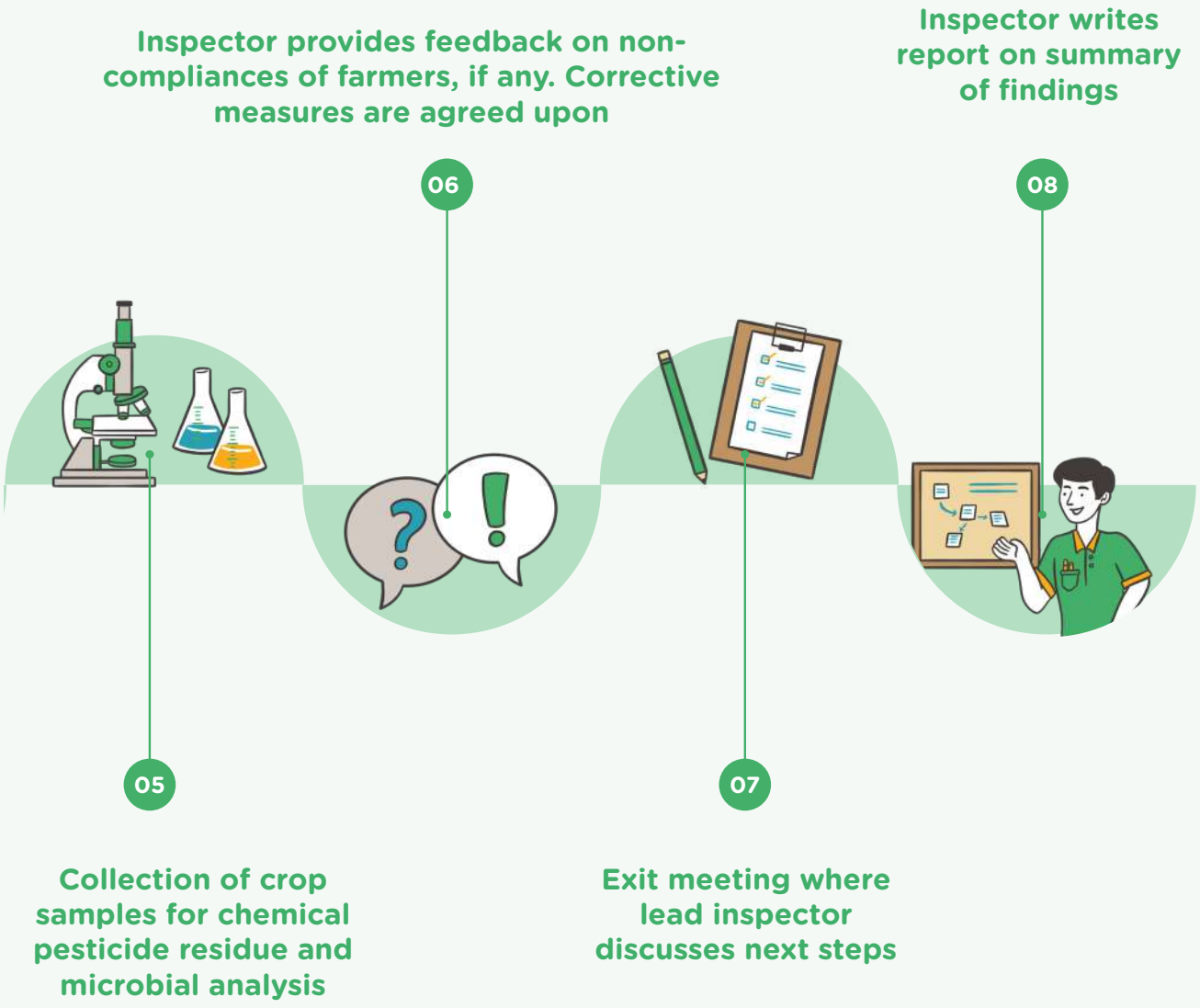
WHAT IS THE PROCESS DURING FARM INSPECTION OR ASSESSMENT FOR PhilGAP?

Farm inspections are formal processes undertaken by PhilGAP inspectors to assess whether an individual or group applicant for PhilGAP certification follows the required practices. It takes an average of two (2) to three (3) hours to complete a farm inspection. Where the applicants are individual farmers, all of their crop samples shall be sent to a BPI-accredited laboratory for chemical pesticide residue and microbial analysis. However, where it is a group of farmers that has applied, only randomly selected farms shall be subject to inspection based on the group's ICS.

STEPS DURING FARM INSPECTION OR ASSESSMENT



After each visit, an inspector provides the applicant immediate feedback, especially where there are non-compliances discovered. They agree on a set of corrective measures, including the number of days for these to be complied with. The inspectors and the applicants re-convene again to plan next steps. Samples of the standing crops are taken and sent to a BPI-accredited laboratory for chemical and pesticide residue ananalysis. Hence, inspection is set during the harvesting stage of the crop.



CHAPTER IV

PREPARING SMALL FARMERS FOR PhilGAP CERTIFICATION

- Who are the partners of farmers in implementing the PhilGAP and what is their role?
- What are the eight (8) main steps recommended to prepare the farmers for PhilGAP certification?
- How long will it take to complete the preparations to apply for PhilGAP certification and at what cost?
- If successful, for how long is a PhilGAP certificate valid and how is it is renewed?

TWO DEPENDABLE ALLIES OF SMALL FARMERS ASPIRING FOR PhilGAP

Securing GAP accreditation would require support from the likes of 59-year-old Isabelita Abela of Vigan, Ilocos Sur, and 24-year-old Karl Elfer Gomez of Nueva Ecija.

Through the support of Sabel, an Agricultural Technologist, local farmers learned onion crop production following the Farmers' Field School (FFS) approach. Together with the trainers, she would also inspect farms at nighttime, using a flashlight to check if the onions were ripe for harvesting and ready for delivery to the market.

Karl, an all-around assistant to the manager of the Kalasag Farmers Producers Cooperative, recounts how he would assist farmers in formulating individual supply plans, as part of the farmers' records. When necessary, he would assist them in putting up farm maps or signages.

WHO ARE THE PARTNERS OF FARMERS IN IMPLEMENTING PhilGAP AND WHAT ARE THEIR ROLES?

Farmers, when keen and resourceful, are capable of adopting PhilGAP on their own, without or with little, external help. Farmers that are organized as an association or cooperative are better off when applying for PhilGAP certification because they can rely on their officers and co-members for support. LGUs can be another enabler for farmers through the agricultural external workers (AEWs). AEWs can establish links with non-governmental organizations (NGOs) and SUCs that are present in the community to support farmers prepare for PhilGAP certification.

Having LGUs on the side of farmers is critical. LGU endorsement is also a pre-requisite before the RFO of DA acts on the farmers' application for PhilGAP certification.

8 STEPS TO ACHIEVE PhilGAP CERTIFICATION

STEP 01

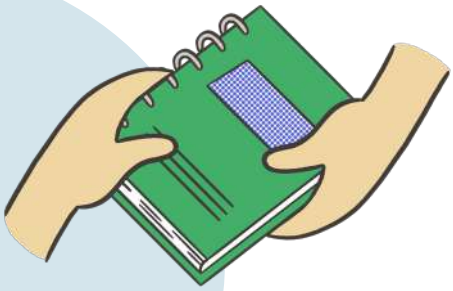
PRELIMINARY ASSESSMENT

STEP 02

FARMERS' EDUCATION AND AWARENESS-BUILDING ON PhilGAP

STEP 03

GROUNDWORKING TO RESULT IN FARMERS' COMMITMENT-SETTING



STEP 04

PRE-ASSESSMENT OF FARMS BY LGU

STEP 05

SUBMISSION OF APPLICATION FORM AND ANNEXES

STEP 06

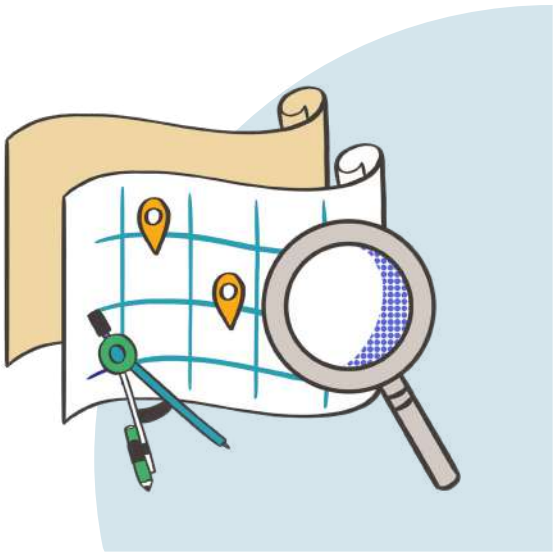
PRE-INSPECTION OF FARMS BY REGULATORY DIVISION

STEP 07

INSPECTION OF FARMS BY BPI DEPUTIZED PhilGAP INSPECTORS

STEP 08

INTRODUCTION OF ICS AS STRATEGY FOR SUSTAINABILITY



01 Preliminary Assessment

KEY STEPS AND EXPECTED OUTPUTS

- Describe condition of farms and potential for PhilGAP certification
- Pinpoint group of farmers, association or cooperative open to applying for PhilGAP certification
- Solicit support from LGU leadership for PhilGAP and explore how this can be integrated into bundle of services LGU extend to farmers
- Map out potential support available within the area from outside government

PROPOSED ACTIVITIES

- ☐ Rapid assessment of farms targeted for PhilGAP certification in terms of accessibility and risk of contamination
- ☐ Estimation of farmers' capacity and willingness to shell out resources to comply with PhilGAP accreditation requirements
- ☐ Meetings with:
  —LCE and other key stakeholders within LGU
  —other allies of farmers (NGOs, academe and others)
  —barangay-based local field technicians (LFTs) to drum up and solicit support for farmers interested in PhilGAP

02 Farmers' education and awareness-building on PhilGAP

KEY STEPS AND EXPECTED OUTPUTS

- Raise greater awareness among farmers on the importance of food safety and the potential of tie-ups with institutional markets if following PhilGAP through:
  —formal training
  —distribution of information, education and communication (IEC) materials (budget permitting)
- Win over farmers about how compliance to PhilGAP is strongly related to their current-day farming practices to convince them to voluntarily apply for PhilGAP certification (individual track)

PROPOSED ACTIVITIES

- ☐ Selection of farmer-leaders (usually from the Board and management) to become champions for PhilGAP certification
- ☐ Conduct of a two-day seminar on:
  —Code of GAP for fruits and vegetable farming
  —PhilGAP certification guidelines incorporating a field visit ideally to a PhilGAP-certified farm
- ☐ Distribution of PhilGAP application forms after the seminar

03 Groundworking to result in farmers' commitment-setting

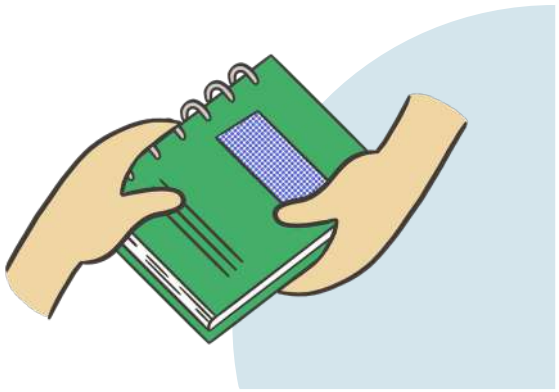
KEY STEPS AND EXPECTED OUTPUTS

- Set policy within farmers' association or cooperative to abide by PhilGAP and procedure to monitor compliance to it from production to delivery
- Extend regular assistance to ensure initial farmers' commitment to apply for PhilGAP certification is maintained

PROPOSED ACTIVITIES

- ☐ Passage of a Board resolution on:
  —intent of farmers' group, association or cooperative to apply for PhilGAP certification
  —provision of funds (e.g. loans) to cover expenses in putting up facilities (e.g. toilet, workers' rest area, signages, etc.)
- ☐ Repeated attendance in cluster meetings of farmers to:
  —guide them how to complete the application form and various records required
  —allow greater appreciation of benefits of PhilGAP certification (especially when self-doubt from farmers comes in)
  —recruit more farmers to apply for PhilGAP certification, where applicable
- ☐ Where appropriate, ritual-based activity to symbolize farmers' commitment to PhilGAP certification

04 Pre-assessment of farms by LGU



KEY STEPS AND EXPECTED OUTPUTS

- Track compliance of standards by potential farmer-applicants for PhilGAP certification and put forward corrective action for areas of non-compliance
- Seek assistance from others, where necessary, to secure readiness of potential farmer-applicants for PhilGAP certification

PROPOSED ACTIVITIES

- ☐ Farm visits to monitor and document adoption by farmers (per individual basis) of PhilGAP
  —during production stage
  —for post-harvest handling of produce during delivery and storage
- ☐ Formulation of corrective action plan (per farmer basis)
- ☐ Provision of other interventions, where appropriate and with help of others, to realize corrective measures

05 Submission of application form and annexes

KEY STEPS AND EXPECTED OUTPUTS

- Decide on a final list of farmers to apply for PhilGAP certification
- Ensure timing of schedule of farm inspections is concurrent with farmers' planting or harvesting season

PROPOSED ACTIVITIES

- ☐ Completion of all documentary requirements (per farmer basis) for PhilGAP certification and submission to MAO by batch
- ☐ Endorsement of application forms (from municipal to regional) to BPI
- ☐ Coordination with BPI to firm up dates of farm inspections

06 Pre-Inspection of farms by RFO Regulatory Division

KEY STEPS AND EXPECTED OUTPUTS

- Render third-party confirmation about readiness of farmers to undergo PhilGAP certification
- Get farmer-applicants for PhilGAP certification all set and ready for actual BPI farm inspections

PROPOSED ACTIVITIES

- ☐ Series of mock farm inspections (per farmer or cluster of farmers basis) that function as coaching sessions on how to demonstrate PhilGAP during production, harvest or storage
- ☐ Planning on logistics (i.e. detailed itinerary plan) for BPI's farm inspection upon receipt of notice of inspection

07 Inspection of farms by BPI deputized PhilGAP Inspectors

KEY STEPS AND EXPECTED OUTPUTS

- Secure 100% passing of all farmer-applicants for PhilGAP certification at first instance

PROPOSED ACTIVITIES

- ☐ Initial farm inspections (per individual basis) by BPI representatives
- ☐ Completion of minor audit findings based on corrective action plan agreed between farmer-applicant and BPI
- ☐ Follow-up farm inspections (per individual basis) by BPI representatives in case of a major audit finding
- ☐ Announcement of successful PhilGAP-certified farmers

08 Introduction of ICS as strategy for sustainability

KEY STEPS AND EXPECTED OUTPUTS

- Make adoption of PhilGAP by farmers irreversible and the process of monitoring adoption more systematic and the responsibility of farmers' association or cooperative

PROPOSED ACTIVITIES

- Series of capacity-building and planning interventions to set up an internal control system (ICS) within a farmers' association or cooperative, including:
  (a) finalizing:
  —check list of standards based on risk assessment
  —names of members of approval committee and deputized farm inspectors
  —form templates
  (b) formulating rules on:
  —application of individual PhilGAP-certified farmers to ICS organization
  —procedure and score system for farm inspections
  —record-keeping

HOW LONG WILL IT TAKE TO COMPLETE THE PREPARATIONS TO APPLY FOR PhilGAP CERTIFICATION AND AT WHAT COST?

There is no prescribed timeframe to prepare small farmers for PhilGAP certification. Preparations may take less than six (6) months or remain unfinished even after a year. This is dependent on a number of factors: exercise of farmer group leadership, the capacity of farmers (or the AEW assisting them) to generate support for the tasks ahead, the cooperation from farmer-members and the turnaround time it will take for DA to act on the farmers' application for PhilGAP certification.

However, where there are no standing crops, DA-BPI cannot schedule any inspection. For example, small farmers who grow onions starting October must ensure DA-BPI sets an inspection not later than their last harvest in March or April. If DA-BPI fails to set an inspection during this period, their application is considered on hold and they will have to wait another 6-8 months when the next production cycle kicks in.

There is no fee to be paid by applicant farmers, though they will shoulder the costs for farm improvements such as a storage area for chemicals and fertilizers or a makeshift toilet when his farm is remote.

IF SUCCESSFUL, FOR HOW LONG IS A PhilGAP CERTIFICATE VALID AND HOW IS IT RENEWED?

Successful PhilGAP farmer-applicants are awarded certification valid for two years, and may display signages marking that the farm is certified, and display the official logo on his packaging materials (with conditions). The farm will be subject to regular monitoring.

Three (3) months before certification expires, the farmer must submit updated documents to demonstrate his intent to renew. His farm will undergo a re-inspection but if this did not materialize, the validity of his certification may be extended to another three months.

Annex A

GAP Certification
Essential Requirements to be
Prepared by Small Farmers per
Component (April 2018)

Annex B

Samples of Selected
Recording Templates

GOOD AGRICULTURAL PRACTICES (GAP) CERTIFICATION ESSENTIAL REQUIREMENTS TO BE PREPARED BY SMALL FARMERS PER COMPONENT (APRIL 2018)

FOOD SAFETY

PLANTING MATERIALS

- **Proof of purchase and purchasing records for seeds/planting materials (if suppliers are accredited)***
- List of chemicals used for treatment of planting materials (if source is within the farm or supplier is not accredited)
- Record of any use of chemical fumigants to sterilize soil or planting materials

FERTILIZERS

- **Location map (with description) of facility used for storage, mixing and loading of fertilizers and soil additives (may be included in property lay-out map)***
- Inventory of fertilizers and soil additives purchased, used and in storage*
- Location map and description of area intended for composting of organic materials (including results of analysis of composed fertilizer for heavy metal contamination)*
- List of practices in the formulation and application of fertilizers within the farm
- Records for disposal of unused/leftover fertilizers and of empty fertilizer containers**

CROP PROTECTION PRODUCTS

- **Location map (with description) of facility used for storage of agro-chemicals and list of equipment and tools used for filling and mixing (may be included in property lay-out map)***
- **Inventory of agro-chemicals purchased, used and in storage***
- **List of practices in the application of agro-chemicals, in the disposal of empty containers and of unused non-agri chemicals (e.g. fuel and oil) and in cleaning up in case of spills from the pesticides***
- List of IPM techniques in place to minimize use of pesticides
- Copies of Material Safety Data Sheets (MSDS) for each authorized agro-chemical label in inventory

EQUIPMENT AND TOOLS

- Equipment maintenance manual (with description of specific hygienic requirements for each equipment/ tool including farm vehicles and annual cleaning and disinfection schedule)
- Records for maintaining and calibrating spraying equipment*

ENVIRONMENTAL MANAGEMENT

FARM ENVIRONMENT

- Physical location risk assessment (with information on prior land use and description of potential hazards and sources of contamination)*
- Soil nutrient analysis for fertilizer recommendation***

FARM SITE MANAGEMENT

- **Property lay-out map (with proper labeling specially in multiple-use farms, proper demarcation of areas to ensure farm is free from stray animals, etc.)***
- Description on farm management practices in place (related to land preparation, irrigation, transplanting and others)***

WATER SAFETY

- Description of water sources and **assessment of water quality**
  Note: By water is meant potable water, water used in irrigation, as applied to fertilizers and others and as used in different forms of handling produce—washing, treatment and others
- Test results for every water risk identified (plus records for treatment, if done/ completed)
  Examples:
  (1) Records for treatment of water used in post-harvest operations in WTF prior to release to the environment*
  (2) Records for treatment of re-used water meant for irrigation/fertigation*

- Protocol for water treatment being followed, if any
- Proof of compliance of DENR's Clean Water Act of 1989 guidelines (in case of use of untreated waste water)

WASTE MANAGEMENT

- Operational waste management plan (with description of all types of waste and practices to minimize waste generation, in re-use or recycling of waste and in storage and disposal of waste)***

HARVESTING AND PRODUCE QUALITY

BUILDINGS/STRUCTURES

- Design/Lay-out of facilities meant for packing, handling and storage of harvested produce within the farm (with description of features meant to minimize contamination of produce)*
- Specifications for any off-farm facility for produce handling and storage

HARVESTING AND PACKAGING

- Protocol on harvesting and packaging to optimize quality of produce, to include, among others, specifications for and/or rules on:
  (1) protective apparel for workers during harvest and packing*
  (2) harvesting techniques (timing of harvest based on standard harvesting indices, harvesting time, grading and sorting plus segregation of produce unfit for human consumption)*
  (3) post-harvest washing and treatment (plus chlorine level of water, if used as sanitizing agent)* and,
  (4) containers and other appropriate protective materials and packaging materials (for retail-packed produce)*

TRANSPORT

- Protocol on pre-transport and transport of produce, to include, among others, rules on:
  (1) use of ice for pre-cooling and pallets during transport of produce*
  (2) temperature level of produce in case of long delays before transport
  (3) cleaning and maintenance of transport vehicles, especially if for multiple use

TRACEABILITY

- Protocol on traceability, to include, among others, rules on:
  (1) recording of farm lot origin of all produce brought to the packing areas
  (2) proper labeling of packing materials
  (3) indicating date, quantity and designation of each consignment of produce, and
  (4) maintaining all records intact for two years

WORKERS' HEALTH, SAFETY & WELFARE

TRAINING

- **Records of training* attended by employer and/or workers on the following:**
  (1) good agricultural practices (GAP)
  (2) good hygiene practices (GHP)
  (3) vehicle, equipment and tool operation & maintenance
  (4) accident and emergency procedures
  (5) safe use of chemicals, and,
  (6) proper handling of produce

  Examples: Certificates of Participation/ Completion, any proofs of technical competence, attendance sheets and others

FACILITIES FOR WORKERS

- **Provision in farm site of eating area, lavatories, washroom and soap, first aid box and fire extinguisher for use by employees****

OTHER WORKER BENEFITS

- Farm policy on non-hiring of minors*
- **Provision of protective clothing for use of employees during spraying of pesticides and proof of observance of good practices***
- Medical check up records for employees handling and applying chemicals prior to employment, annually and upon exit
- Records of induction on health and safety for newly-hired employees, including signed agreement for observance of standards on good personal hygiene

LEGEND

* — Considered a major requirement based on GAP check list

Bold Text with * — Considered a MUST requirement based on practice during GAP assessments or italicized

** — Considered a minor item based on GAP check list

*** — Recommended in GAP check list

Without * — Mentioned in Code of GAP for Fruits & Vegetable Farming (PNS/BAFPS 49:2011 ICS 67.020) and Onion Production (PNS/BAFPS 108:2014 ICS 67.020)

DAILY ACTIVITIES

NAME: _____

FARM NUMBER: _____ **FARM LOCATION:** _____

DATE	ACTIVITIES	DETAILS	AMOUNT (PHP)

EXPENSES RECORD

NAME: _____

FARM NUMBER: _____ **FARM LOCATION:** _____

DATE	DESCRIPTION / INPUT	QUANTITY	PRICE PER UNIT	VALUE

HARVESTING RECORD

NAME: _____

FARM NUMBER: _____ **FARM LOCATION:** _____

DATE	TOTAL VOLUME HARVESTED (KG)	FOR INSTITUTIONAL MARKET		FOR OTHER MARKET	
		VOLUME (KG)	PRICE (PHP)	VOLUME (KG)	PRICE (PHP)

NOTES

NOTES