

# GET STARTED WITH VERIFICATION

October 2020

**VERIFICATION** is the issuance of a statement of fulfilment of specified conformance requirements i.e. the responses to the SRP or SRP NIG for the U.S.A. questionnaire instruments are demonstrably true. The verification statements are issued by a third or second-party verification body (VB) following an assessment of the farm or farmer group.

**ASSESSMENT** is the combined processes of audit, review and decision by the VB on a farmer or farmer group's conformance with the requirements of the SRP standard. And, audit, a component of an assessment, is the systematic, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.

This document provides suggested **DATA/DOCUMENTS/IMAGES/RECORDS** that can be collected to substantiate the 15 required questions in the SRP NIG for the U.S.A.<sup>1</sup> The list of suggested data/documents/images/records has not been approved by the SRP Secretariat as universally acceptable for the purposes of assurance in the U.S. However, this list of suggested data/documents/images/evidence should greatly facilitate the verification process for farmer and VB. Ultimately, it is at the VB's discretion which data/documents/images/records are needed to satisfactorily reach a positive verification statement.

Recommendations:

- Connect with a VB early.
- Review this document and the SRP NIG for the U.S.A. with the VB as a first step in your verification.
- Use this document to identify record collecting gaps, acceptable alternatives and time sensitive records.
- Make a record keeping plan with the VB.
- Discuss with the VB how data will be transmitted to the VB, data format, the process and timeline of the verification assessment, and options for negative outcomes.

<sup>1</sup> This list does not include suggestions for record keeping needed for IMS or COC inspections.

SUGGESTED RECORD KEEPING

1	<b>Record Keeping – Dates (Crop Calendar)</b>
	RECOMMENDED FREQUENCY: ANNUAL
	<input type="checkbox"/> Screen shot of farm management software showing dates of activities for the year of reporting.
	<input type="checkbox"/> PDF or screen shot of correspondence with crop advisor showing dates and activities for the year of reporting.
<input type="checkbox"/> Photo of physical notebooks showing dates of activities recorded for the year of reporting.	
2	<b>Record Keeping</b>
	RECOMMENDED FREQUENCY: ANNUAL
	<input type="checkbox"/> Screen shot of farm management software showing records of listed topics for the year of reporting. (Data of financial nature, such as fuel use or costs can be redacted, or alternate data shown as example).
	<input type="checkbox"/> PDF or screen shot of correspondence with crop advisor or showing records of listed topics for the year of reporting. (Data of financial nature, such as fuel use or costs can be redacted, or alternate data shown as example).
	<input type="checkbox"/> Photo of physical notebooks showing records of listed topics for the year of reporting. (Data of financial nature, such as fuel use or costs can be redacted, or alternate data shown as example).
<input type="checkbox"/> If working with a University researcher for GHG measurement, name of University and researcher: _____	
3	<b>Training</b>
	RECOMMENDED FREQUENCY: EVERY 3 YEARS
	<input type="checkbox"/> Record of virtual training with the SRP Secretariat
	<input type="checkbox"/> Record of training with someone trained by the SRP Secretariat
<input type="checkbox"/> Demonstration that producer or producer group is familiar with SRP program and principles	

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### Salinity

RECOMMENDED FREQUENCY: ANNUAL

- Test results of well or tissue (conducted or arranged by farmer).
- PDF or screen shot of correspondence with crop advisor showing scouting results or recommended mitigation
- Maps or state level data showing regions of known saline ground water or plant damage due to salinity; any observations or recommendations from an external party regarding saline damage occurrence.

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### Leveling

RECOMMENDED FREQUENCY: EVERY 5 YEARS

- Google Earth image showing fields (lack of levees and/or previous levee locations)
- Screen shot or PDF of record of dates of any maintenance activities OR initial leveling
- PDF or screen shot of correspondence with vendors or engineer
- EQIP for infrastructure project; EQIP contract or report or cut sheet
- Geotagged and time stamped photos of fields showing levees or leveled fields

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**Water Management**

RECOMMENDED FREQUENCY: ANNUAL

- Google Earth image showing fields (lack of levees and/or previous levee locations)
- Screen shot or PDF of record of dates of any maintenance activities OR initial leveling
- PDF or screen shot of correspondence with vendors or engineer
- Geotagged and time stamped photos of fields showing levees or leveled fields
- Geotagged and time-stamped photos showing dry down events
- Sensor data (water or dust) indicating dry-down events with location
- Other automated field level system data via telemetry

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**Irrigation System – Capacity Maintenance**

RECOMMENDED FREQUENCY: ANNUAL

- See Part A (Water Provider) of the SRP NIG for the U.S.A.
- See Part A (NRCS Programs) of the SRP NIG for the U.S.A.
- See PART D (Attestation) of the SRP NIG for the U.S.A.

12.1  
&  
12.2

**Inbound Water Quality**

RECOMMENDED FREQUENCY: EVERY 5 YEARS

- Test results with date and location
- Invoice for testing or e-mail correspondence with crop advisor or third-party tester with date and location

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**Drainage**

RECOMMENDED FREQUENCY: ANNUAL

- California (see PART D, Attestation of the SRP NIG for the U.S.A.)
- Water sensor output with date and location showing field is full + date of application
- Time stamped and geo-tagged photo of boards when field is full + date of application

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**Nutrient Management**

RECOMMENDED FREQUENCY: ANNUAL

- NRCS Nutrient Management Plan
- Screen shot or report output of farm management software or equipment software showing timing and amounts with variable rate and grid sampling
- Record of soil sampling
- E-mail correspondence with crop advisor with recommendations based on
- Time stamped and geo-tagged photo of boards when field is full + date of application

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**Organic Fertilizer Choice**

RECOMMENDED FREQUENCY: ANNUAL

- None if not using
- Purchase records with dates
- Screen shot or report of farm management or equipment software showing fertilizer application dates, method and type

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**IPM**

RECOMMENDED FREQUENCY: ANNUAL

- NRCS contract or report
- Photo of notebooks showing scouting results (no. of sweeps, type of sweep, counts/sweep, University threshold)
- Crop advisor correspondence or correspondence with chemical applicator following scouting
- Photos of non-chemical methods

**NOTE:** Chemical Applicator's License also reviewed annually

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&  
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## Rice Stubble and Rice Straw

RECOMMENDED FREQUENCY: ANNUAL

- (TILL) Screenshot or report of farm management or equipment software showing dates and method; NRCS contract or report; crop advisor correspondence
- (ROTATION) Screenshot or report of farm management or equipment software; crop advisor correspondence;
- (SECONDARY USE) Invoice; correspondence with broker or clearing house; crop advisor correspondence
- (BURN) if permits were requested or local authorities alerted for burn dates for specific fields – absence of certain of SRP fields on the permit
- (BURN/TILL) geotagged and dated imagery of fields with residue

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## Tools and Equipment

RECOMMENDED FREQUENCY: EVERY 5 YEARS

- Receipts for parts/labor if maintenance is performed
- Screenshot or photo of notebook or farm management software indicating maintenance

6e

## Biodiversity Elements

RECOMMENDED FREQUENCY: EVERY 5 YEARS (Only if responding YES)

- Google Earth images
- Geotagged and time stamped photos
- NRCS EQIP or CSP documentation

26e

**Annual Safety Training**

RECOMMENDED FREQUENCY: EVERY 3 YEARS (Only if responding YES)

Dates of training and attendee sign in (last 2 years)

32e

**Re-entry Time Signage**

RECOMMENDED FREQUENCY: ANNUAL (Only if responding YES)

Geotagged and time-stamped photos

## NRCS ENROLLED FIELDS

Complete the table below for all NRCS enrolled fields OR attach your own table/list with the information below.

	FARM NUMBER	TRACK NUMBER	FIELD NUMBER	FIELD SIZE (AC)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## ATTESTATION

<input type="checkbox"/> YES	<input type="checkbox"/> N/A	<p>I am aware of and fully comply with federal and state laws that apply to agricultural operations, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Fair Labor Standards Act</li> <li>• Migrant and Seasonal Agricultural Worker Protection Act</li> <li>• Labor Provisions of the H-2A Visa Program</li> <li>• Occupational Safety and Health Act of 1970 including Agriculture (29 CFR 1928), General Industry (29 CFR 1910), and the General Duty Clause.</li> <li>• Field sanitation provisions of the OSHA Act of 1970</li> <li>• All laws enforced via the Equal Employment Opportunity Act (title VII of the Civil Rights Act of 1964; Workforce Investment)</li> <li>• Compulsory School Attendance Laws (state)</li> <li>• Wage (state)</li> <li>• Applicable state and local laws addressing air and water quality</li> <li>• Applicable state and local requirements for permits and licenses</li> </ul>
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	I hold legal right to surface or ground water used on my property
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	I am aware of advice and information for best practices in rice production from: University Extension, USDA and State Agriculture agencies.
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	I am a licensed chemical applicator and sometimes apply chemicals on my farm (either in lieu of a third-party licensed applicator or in addition to a third-party licensed applicator). I obey all legal requirements for application and requirements of my license when applying chemicals. I follow all label instructions.
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	<b>(CALIFORNIA ONLY)</b> I am aware of and meet requirements of the Irrigated Lands Regulatory Program (ILRP)
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	I filed taxes and reported farming income to the U.S. government in _____ (enter most recent year of filing)
<input type="checkbox"/> YES	<input type="checkbox"/> N/A	Responses to this questionnaire are true to the best of my knowledge for the year _____

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_