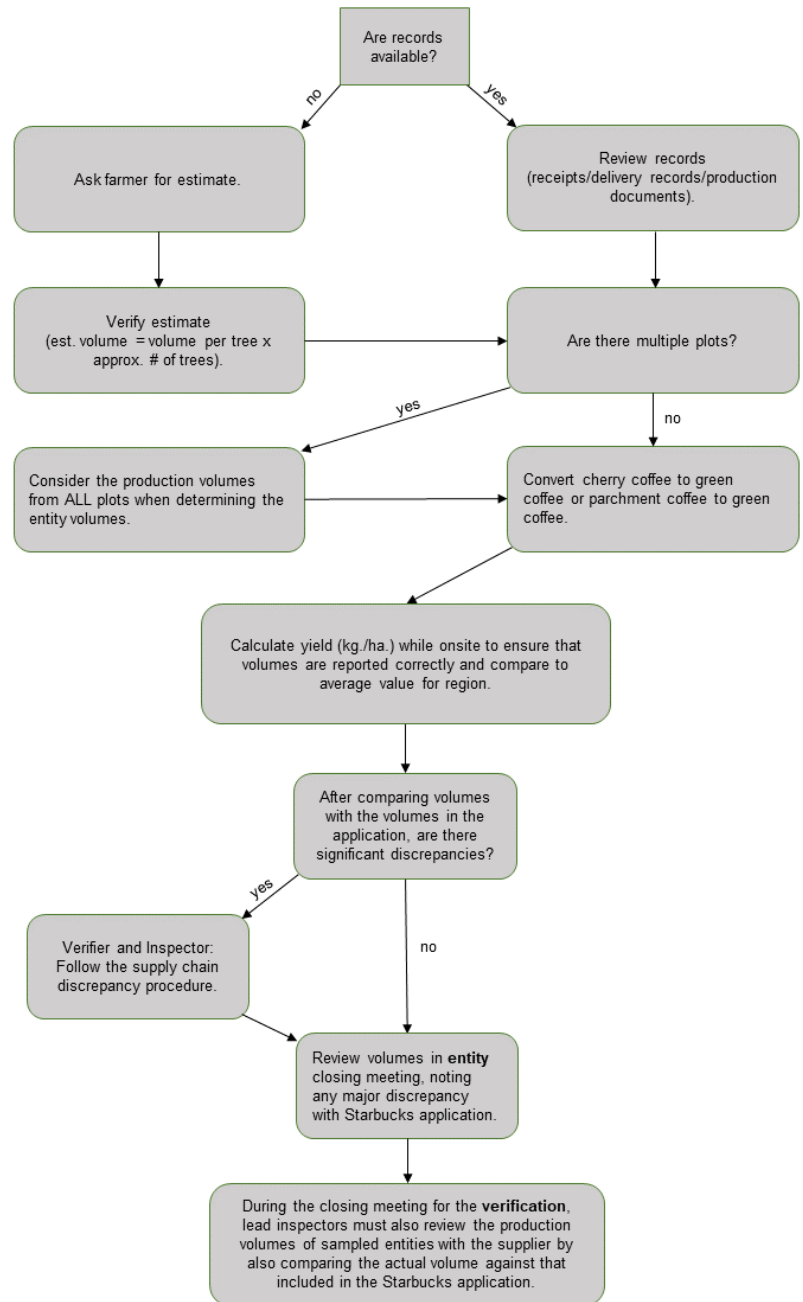


Volume Guidance

Confirming Production Volumes during a C.A.F.E. Practices Inspection:

(All steps listed below need to be taken by the inspector):

1. *Review available receipts/delivery records/production documents.* Volume records from farm should be cross checked with records at PSO and/or mill/warehouse level.
2. *If no records are available, ask farmer for an estimation.* To verify farmer's estimation or amount appearing on receipts, calculate the estimated volume by: volume per tree * approx. # trees (considering the productive area of the farm or capacity of the mill).
3. *For farms with multiple plots, inspectors need to consider the production volumes from ALL plots when determining the entity volumes.*
4. *Convert cherry coffee to green coffee or parchment coffee to green coffee.* Most records encountered during field inspections will not contain volume information in kilograms of green coffee produced or processed. Therefore, inspectors will need to use appropriate conversion rates to convert from cherry to parchment and green coffee. When used, local unit volume amounts (quintal/kg/lbs. etc.) should be recorded in the entity coversheet for future reference.
5. *Calculate yield (kg/ha) while onsite to ensure that volumes are reported correctly and compare to average value for region.* Confirm the accuracy of the volumes based on up-to-date production data for the region and country where the verification took place. Note reasons for any expected increase/decrease in volume (inspector and verifier) in the field notes and then in the entity coversheet in the VRS.



6. *Compare volumes to volumes in Starbucks application.* The volumes in the Starbucks application are estimates and may differ from the actual production or processing totals. In the VRS, actual volumes as collected during field inspection should be reported and NOT the volume estimates provided in the Starbucks application. Where significant discrepancies occur between the field observations and the Starbucks application, the inspector should follow the supply chain discrepancy procedure and inform the verifier of the discrepancy.
7. *Review volumes in **entity** closing meeting, noting any major discrepancy with Starbucks application.*
8. *During the closing meeting for the **verification**, lead inspectors must also review the production volumes of sampled entities with the supplier by also comparing the actual volume against that included in the Starbucks application.* Lead inspectors should confirm with the inspectors on their team that the volumes were reviewed at each sampled entity.

Tips on Reporting Volumes in the VRS:

- All volumes need to be entered in kg in the VRS. Volumes are then automatically converted to pounds, and in flows they will appear in pounds.
- The total production volume reported in entity coversheet should only include Arabica volume and not Robusta. However, the total production volume should include coffee volume that is sold outside of the C.A.F.E. Practices supply chain, as well as fully naturally processed coffee (dry processed).
- The flows only include the volume of C.A.F.E. Practices coffee.
- When yields differ from average, a note needs to be included in the entity coversheet explaining the reason.
- Entity coversheets in the VRS should always reflect the total amount of green coffee processed or produced **annually** by an entity.

Before starting the Verification:

Verifiers should confirm that the supply of coffee is traceable and the reported volumes of coffee are realistic.