



Demeter Canada

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www.demetercanada.ca

NON - PROFIT COMPANY REGULATING FARM PRODUCTION, COMMERCIAL
PROCESSING AND LABELLING OF DEMETER PRODUCTS IN CANADA



Farm Certification Process

Introduction

demeter is the trademark for food from certified biodynamic production. Visit our website at www.demetercanada.ca for a description of biodynamics.

The Farm Certification Process manual provides concise information regarding all aspects of farm certification. It describes the procedure for initial and renewal Application for Certification. As well, the policies regulating registered users of the Demeter trademarks and the mandate of the certification committee is included. The process of evaluation by the inspector and the certification committee is also outlined, for certification in the stated categories.

It is the responsibility of the applicant and the grower in contract to be familiar with the provisions of this manual. In addition, growers in contract must be familiar with and adhere to the most recent issue of the *demeter* Production, Processing and Labelling Standards, published by Demeter International e.V. These documents can be unofficially observed or downloaded from www.demeter.net or at www.demetercanada.ca

Regional standards approved and used by the local organic sector also apply to growers in contract, and in the case of a conflict of standards, the more stringent rule is to be observed. In addition, the contract includes agreement to observe the conditions of the fee schedule as well as any other provisions supplied by the certification committee.

Use of material or methods not allowed in the said Standards or use of regulated practices without written permission from the certification committee shall result in de-certification of the affected products, or possible de-certification of the entire enterprise.

This manual will be published annually and is subject to change and amendment from time to time, at the discretion of the Board of Directors representing Demeter Canada.

If necessary, the trademarks will be defended in a legal court in Canada.

Trademarks

The **Demeter**, and **Biodynamic** logos are registered trademarks in Canada, and appear as follows.



The above Demeter flower (left) may be used for aesthetic accent in accompaniment or separately with contractually authorized *demeter* trademarks usage.

A usage manual regulates all aspects of size, position, colour, text placement, borders, backgrounds etc. for all labelling and packaging types. This manual and associated graphics is supplied on CD to all growers in contract eligible for demeter usage.

The “Standards for the labelling of demeter products with the new demeter trademark logo” as of June 2000, published by Demeter International e.V. apply to its usage in Canada.

Use of the demeter trademarks requires a contract with Demeter Canada. A signed contract will be kept by Demeter Canada; an officially signed certification certificate constitutes contractual agreement and stipulated rights to use the trademarks.

Application

Preparation

Any farm interested in applying for *demeter* certification should previously evaluate their own enterprise with respect to the requirements of the demeter Production Standards.

The certification committee will look for compatibility of the operation with the Production requirements of *demeter*, and base application acceptance on the evaluation findings.

Application package

Any interested party can request an application package from Demeter Canada or download the forms from the Demeter Canada website at www.demetercanada.ca The package consists of (at least):

- Application for Farm Certification
- Farm Certification Contract
- Fee Schedule

The interested party should go to the Demeter Canada website at www.demetercanada.ca to download the following information:

- *demeter* Production Standards
- *demeter* Labelling Standards
- Farm Certification Process manual
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Application submittal

After careful review of the documents received, the applicant completes the Application for Certification, reads, understands and signs the contract, and prepares the requested attachments.

New applications should be submitted before the end of May; late applications might not be processed that same year due to farm verification visit arrangements.

Applications should be submitted to the *Administrator for Demeter Canada* along with the appropriate fee, payable to Demeter Canada. It is desirable for the applicant to be a member in good standing of his/her regional Biodynamic Society/Association. Payment of the

regional Society membership fees to the appropriate treasurer constitutes membership in good standing. If there is no provincial Society the applicant could become a member of the Society for Biodynamic Farming and Gardening in Ontario at www.biodynamics.on.ca

Renewal Application

Early in the new-year an Application package is sent to all farms in contract. A renewal version of the Application form will be supplied. Renewal package cost is included in the certification fees.

These documents should be completed and returned, with the appropriate fee payment or payment plan, to the Certification Committee **before May 1st** of that year.

Certification

Certified organic farms

Farms applying for Demeter certification that are already certified Organic should be prepared to immediately discontinue any practices prohibited by the *demeter* Production Standards. Biodynamic requirements should be implemented immediately, or for at least 12 months prior to any status conferring trademark usage.

Demeter Canada does not offer a certified Organic status explicitly. Explicitly organic certification should be sought from an alternative certification provider.

Labelling

The 'Standards for the labelling of demeter products with the new demeter trademark logo' shall be observed.

The status of **Certified organic—Demeter in conversion** allows for marketing with the Demeter trademarks with the *footnote: In conversion to *demeter*. An explanative phrase should accompany the footnote such as: Meets or exceeds organic production requirements. *demeter* is the trademark for food from certified biodynamic production.

The explanative phrase described above should also accompany fully certified **Demeter** farm product.

Marketing Aids

A CD or PDF file with the manual governing the labelling format and all the necessary graphics for label production will be supplied with the certificate to farms eligible to use the demeter marks.

Certificate

Approved farm operations will receive a certificate signed by a Demeter Canada representative. It will indicate the appropriate category, with description of all products or areas included in the certification. The certificate shall state the farm and owners / managers names, as well as the location of the farm. The certificate shall indicate the period of binding contractual agreement.

In certain cases **Certified organic—Demeter in conversion** and **Demeter**, or **Demeter in conversion** and **Certified Demeter** products may exist in one operation. In such a circumstance two certificates will be issued.

Termination of the certification contract, if so requested by the certification committee, shall include the remission of the certificate by the grower. Certificates shall otherwise remain in the keeping of the certified enterprise.

Contract period

The contract period shall begin May 1st and expire May31st of the following year. Receipt of a renewal application will automatically extend the contract to November 30th of that same year. Confirmation of receipt will be sent to the grower, in writing, in order to validate this extension. This extension allows for a thorough review of the application, without causing a certification lapse.

Farm conversion

Only farms intending to fully convert to Demeter Production should apply for Demeter Certification. Split Organic / Demeter farms may be possible in certain circumstances, with approval, if practical conditions make it impossible for complete conversion. Partial Farm Certification is not possible, except with written consent during transition periods. **Demeter in Conversion** is possible for a maximum of five years.

Categories

Demeter in Conversion

Farms converting from conventional must adhere to the *demeter* Production Standards for at least 36 months before **Certified Demeter** is possible. Production for the first 12 months has no certification status. No logo usage is possible.

Certified organic—Demeter in conversion

Farms converting from certified organic must meet the *demeter* Production Standards for at least one year before **Certified Demeter** is possible. Trademarks may be used, with the appropriate footnote described under **Labelling**.

Certified Demeter

Demeter is possible after the appropriate conversion periods. Conversion must not take more than 5 years. Full trademark usage is possible.

Evaluation

Application

The Administrator for Demeter Canada will acknowledge receipt of the application, check it for completeness, and determine if conversion to Demeter will be possible within the application period.

Rejection

A recommendation for necessary changes will be made to unapproved farms. New application is possible as soon as the recommended changes have been made. If changes are

readily possible and duly carried out in time, application for that same year may be possible. Impossible situations will receive a refund of \$100 less than their Application fee.

Approval

For approved applicants, arrangements will be made for a visit to the farm by a qualified evaluator/verifier (farm visits will be made during the growing season). The verifier will contact the applicant to schedule a mutually satisfactory date. During the visit the evaluator will verify the information on the application and the farm plan and take notes for the production of an inspection report.

Reports

The regional Certification Committee will review the verification reports and make recommendations to the grower. Recommendations will be prepared as soon as possible and will be sent not later than with the renewal packages. However, if the report indicates the use of prohibited materials or methods, then immediate action is required of the certification committee.

Decisions

The *demeter* Production Standards as well as any applicable Organic standards will form the basis for certification decision making.

Decisions will be rendered by the regional certification committee regarding approval, conversion period, conversion plan, and/or any other conditions it deems necessary, including denial of certification.

Appeals

Decisions deemed inappropriate or unreasonable by the grower may be appealed to the representatives of Demeter Canada, less any member on the committee in question.

Appeals should be submitted in writing, and include any reports, decisions rendered, or other information pertinent to the appeal. A personal meeting may be necessary, or a secondary verification visit.

Additional expenses incurred from the appeal process other than the review by the committee itself, will be the responsibility of the grower making appeal.

Decisions rendered by the members of Demeter Canada will then be considered final.

Verification

Farm Visit

An I.O.I.A. accredited Verification Officer will arrange a visit to the farm or producer for which he/she has authorization from Demeter Canada to verify. The verifier should also be formally trained in Demeter inspection. If this is not possible, then efforts should be made to have a biodynamic consultant visit the farm.

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The verifier will be provided with:

- demeter Production, Processing & Labelling Standards
- Relevant organic standards
- A Farm Certification Process manual
- A Farm Inspection Guide
- Farm maps and planning
- The previous year's Report

The Verifier should spend sufficient time on the farm to observe it thoroughly. **Any issues from previous reports MUST be commented on.**

The Report shall cover all aspects of organic and biodynamic production relevant to the respective operation. It should be submitted to the certification committee within 30 days if at all possible. A copy will be submitted to the Grower.

Confidentiality

Agreement

Authorized representatives of Demeter Canada and the regional certification committees sign confidentiality and Certification Committee Mandate Agreements. All growers in contract are party to this agreement when they submit a signed contract with their application.

A copy of the agreement will be sent to all approved applicants. It will contain provisions similar to the following, for maintaining confidence regarding:

1. The recommendations ruled by the committee, pertaining to suggested changes,
2. The Grower's crop production plans,
3. The Grower's crop rotation/planting projections, and;
4. The Grower's farm development and processing plans.

In addition to maintaining confidentiality, the respective certification committees and the certification administrator will operate according to the provisions of the Demeter Canada 'Certification Committee and Administration Guidelines' and the mandates contained in this manual.

Protests against rulings or conduct related to provisions of the agreement or guidelines may be submitted to Demeter Canada or to a regional Biodynamic Society board of directors. Failure of the committee or any member thereof to uphold the mandate may result in the removal and replacement of the protested person(s) by the regional Society board of directors.

Public information

The certification committee shall make available to the public any information regarding certification status of any Grower at any time, as well as information about already certified product types and amounts.

The location of each Grower and a contact number may also be made available to the public and should be published for the membership of the respective regional Society.

Administration

Structure

Administration has traditionally been accomplished voluntarily by the regional Societies. Demeter Canada expects to eventually contract its administration, as most organic agencies do, using revenue from certification fees.

Certification committees are composed of experienced volunteers appointed by the respective regional biodynamic Society's board of directors. They will continue to evaluate regionally on a volunteer basis.

The board of directors for each provincial Society is ratified annually by the members. Each board in turn appoints two directors to Demeter Canada. For more information about Demeter Canada, visit our website at www.demetercanada.ca

Certification fees

The costs for certification are outlined in a fee schedule included in the Application Package and are subject to change and amendment from time to time. It is our aim to keep fees at a minimum, without jeopardizing the quality of verification and consultation.

Certification fees should reflect the market gains that the grower receives for certified product. Therefore, we have a fee schedule that is based on gross product sales. Demeter Canada reserves the right to bill additionally, should the verification costs exceed the fees paid.

Invalid contract penalty

Failure to submit the application renewal and contract before the May 1st will result in a letter of request for the renewal application, along with a \$50 fine, to be paid with renewal in addition to regular certification fees. If no response is achieved by May 30th, a second letter of request with an additional \$50 fine will be sent.

If this second letter receives no response by the 30th of June, then a registered letter will be sent to the farm detailing the termination of Certification and the removal of the farm from the Certified Growers list.

Renewal following a registered termination must be accompanied by a penalty premium of \$100. All dates and deadlines associated with new application apply.

Farms discontinuing certification can avoid penalties by informing the certification committee before May 1st.

Policies and mandates

Policies binding the grower in contract

- 1.The grower will provide complete disclosure of his/her production methods and volume. All material and substance application or removal associated with the farm entity will be stated.
- 2.All conditions of the certification committee, and all requirements of the *demeter* Production, Processing and Labelling Standards and any applicable Organic standards shall be observed during the entire period governed by the certification contract.
- 3.All production must be marketed according to its level of certification. Every effort must be made to clarify to the consumer the implications of the certification level of any given product. No ambiguity about the origin or certified status of a product is allowed.
- 4.If regulated substances or practices are deemed necessary spontaneously, the grower must request approval in writing from the certification committee, prior to the application.

Mandate of the Certification Committee

- 1.Determine if applications meet or can meet the requirements of the *demeter* Production Standards.
- 2.Ensure by signed declaration including all committee members that evaluations be fair and free of conflicts of interest. The declaration shall bind to the confidentiality agreement.
- 3.Ensure that all requirements for certification are being met, and that the grower is informed of all deficiencies.
- 4.Use the Certification Committee and Administration Guidelines as a basis for evaluation, rulings and processing.
- 5.Maintain minutes for all meetings with clear record of all decisions and rulings.
- 6.Provide all minutes, the declaration, and the confidentiality agreement all signed and dated, to Demeter Canada.