



Agricultural Justice Project Producer Application Instructions

If you intend to sell, label, or represent agricultural products as certified to Agricultural Justice Project (AJP) Standards, Food Justice Certified, or make a market claim about your farm regarding certification status to the AJP standards you must complete this Application for Certification. The application is meant to provide a description of practices and procedures used in your operation that make your operation comply with the Agricultural Justice Project Standards. The completed application will be reviewed by your certifier for compliance with the regulatory standards. Please keep in mind that this application should be filled out on a yearly basis for renewal. The application must be updated annually to include any changes. An on-site inspection will verify the information provided in this application so try to be as accurate and thorough as possible.

Agricultural Justice Project Producer Application Content

Application Sections	Required
SECTION 1: General Information	Yes <input type="checkbox"/>
SECTION 2: Producer/Buyer Agreements	Yes <input type="checkbox"/>
SECTION 3: Producer Responsibilities to Buyers	Yes <input type="checkbox"/>
SECTION 4: Farm Employee Information	Yes <input type="checkbox"/>
SECTION 5: List of Employees and Interns	Yes <input type="checkbox"/>
SECTION 6: Employment Contract/Personnel Policies/Employee Records	Yes <input type="checkbox"/>
SECTION 7: Employee Trainings	Yes <input type="checkbox"/>
SECTION 8: Wages and Benefits	Yes <input type="checkbox"/>
SECTION 9: Health and Safety on the Farm	Yes <input type="checkbox"/>
SECTION 10: Producer Responsibilities and Employee Rights	Yes <input type="checkbox"/>
SECTION 11: Continual Improvement	Renewal clients only. Yes <input type="checkbox"/>
ATTACHMENT A: Employee/Intern Housing	Attached if applicable <input type="checkbox"/>
ATTACHMENT B: Labor Information for Employees under 18 Years Old	Attached if applicable <input type="checkbox"/>
ATTACHMENT C: Toxic Materials on the Farm	Attached if applicable <input type="checkbox"/>
ATTACHMENT D: Interns and Apprentices	Attached if applicable <input type="checkbox"/>
ATTACHMENT E: Labor Contractors	Attached if applicable <input type="checkbox"/>
Copy of organic certificate, if issued by agency other than the certifier to which I am seeking AJP certification.	Attached if applicable <input type="checkbox"/>
Copy of section of organic plan with list of approved materials used on farm, if applicable.	Attached if applicable <input type="checkbox"/>
Explanation of previous AJP non-compliances, reason for denial,	Attached if



suspension, or revocation if applicable.	applicable <input type="checkbox"/>
Statements from suppliers that no ingredients/products I purchase and resell in any way in processed/labeled products are GMO or engineered nanomaterials.	Attached if applicable <input type="checkbox"/>
Explanation if measurable progress was not made by your efforts to improve the fairness and equity in your relationship with buyers during the past year.	Attached if applicable <input type="checkbox"/>
Copy of employee manual and contract.	Yes, attached <input type="checkbox"/>
Documentation of training conducted on employees' rights under AJP standards included (for example, sign in sheet).	Yes, attached <input type="checkbox"/>
Documentation of training conducted on farm employees' legal rights included.	Yes, attached <input type="checkbox"/>
Documentation of training conducted on health and safety included.	Yes, attached <input type="checkbox"/>
If living wage is not paid to employees, financial records and justification for inability to provide a living wage.	Attached if applicable <input type="checkbox"/>
If living wage is not paid, wage plan for progressing towards providing living wage to all employees.	Attached if applicable <input type="checkbox"/>
Copy of the regional laws regarding overtime for agricultural employees.	Attached if applicable <input type="checkbox"/>
All farm policies including all health and safety policies and plan.	Yes, attached <input type="checkbox"/>
Map attached of sanitation facilities.	Yes, attached <input type="checkbox"/>
A copy of the proposed use of certification seal (if already developed, including packaging labels, marketing materials, etc.).	Yes, attached <input type="checkbox"/>
Full description of the reason, documented warnings provided before firing, any time a fired employee contested the firing, steps taken and the ultimate outcome.	Attached if applicable <input type="checkbox"/>
Copy of intern contract or work agreement if there are interns on the farm.	Attached if applicable <input type="checkbox"/>
I have made copies of this application and other supporting documents for my own records.	Yes, attached <input type="checkbox"/>