

Sustainability in Practice (SIP)TM Certification Program



Information Package 2015

Thank you for your inquiry regarding the Sustainability in Practice (SIP)TM Certification Program for sustainably farmed vineyards and wines.

The SIP Vineyard Standards evolved from over 20 years of work in sustainable farming and has undergone two extensive external peer reviews. Now in its eighth year, the Standards continue to evolve and incorporate comments from dozens of state, federal, social, environmental, agricultural, and university experts.

Program Distinction:

- SIP considers the whole farm, verifying your commitment to environmental stewardship, equitable treatment of employees, and business sustainability.
- SIP Certification is available to all eligible vineyards and wines.
- SIP contains practice and performance based requirements – every Requirement and Management Enhancement is demonstrable and auditable.
- SIP maintains a high eligibility threshold.
- SIP prohibits the use of high risk pesticides (i.e. toxic air contaminates, cholinesterase inhibitors, groundwater contaminants, California and federally restricted materials).
- Meeting the requirements for certification allows you to promote your vineyards as SIP Certified.
- Wines, using at least 85% of certified fruit as verified by a chain of custody audit, can use the SIP seal and statement.
- Certification provides consumers and trade a clear indication of your commitment to sustainable practices, providing another reason for a consumer to buy your wine.

Please review the enclosed information and documents. We are here to assist you and look forward to working with you on this innovative program.

Feel free to contact the office regarding any questions at 805-466-2288.

Sincerely,

Kris Beal
Executive Director

Beth Vukmanic Lopez
Certification Manager

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Vineyard Technical Advisory Committee (VTAC)

The SIP Certification Program prides itself on the rigorous rules and content of the Standards, which outline the farming qualifications for certification. To maintain the utmost integrity, the Vineyard Technical Advisory Committee (VTAC) plays a critical role in the program.

Purpose

The Vineyard Technical Advisory Committee (VTAC) is dedicated to ensuring the excellence of the SIP Certification program. This committee is responsible for determining program updates including rules, guidelines, and the addition or modification of Standards questions.

Membership

- Committee will have five to seven members.
- The committee contains at least one Vineyard Team Board of Director, one Certification Advisory Committee Member, at least two growers, and one technical advisor.
- No more than half the growers on the committee will be SIP Certified.
- Committee membership will rotate periodically.
- New members are recommended by staff and the existing committee.
- Final approval of committee members is granted by the Vineyard Team Board of Directors.

Operations

- Annual review of one to three Standard chapters.
- Annual review of the Information Package rules and procedures.
- Major changes and updates to the Information Package or Standards will be piloted for content and clarity by four to six interested parties prior to release.
- Oversees external peer review of entire program every five years.
- Changes made to the Information Package and Standards are published and posted online by December 1 of the certification year.

Current VTAC Members

- Willy Cunha, Sunview Shandon Vineyards
- Amy Freeman, J & J Cellars
- Gregg Hibbits, Mesa Vineyard Management
- Brenda Ouwerkerk, San Luis Obispo County Dept. of Agriculture/Weights & Measures
- Anji Perry, J. Lohr Vineyards & Wines
- Lucas Pope, Halter Ranch
- Daryl Salm, Paraiso Vineyards

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Certification Advisory Committee (CAC)

The Certification Advisory Committee (CAC) is comprised of independent government, academic, and industry professionals with agricultural expertise, experience with inspections and audits, and commitment to program integrity. This committee votes on anonymous audit reports to determine eligibility for vineyard and wine certification.

Purpose

- Determine vineyard and wine eligibility for certification based on auditor's findings.
- Grant certification based on compliance with all program requirements.
- Approve accredited inspectors.
- Review and make determinations based on applicant extension and exemption requests.
- Review and make determinations based on applicant appeals.
- Oversee the program to ensure transparency, fairness, and integrity.

Membership

- Committee will have five members.
- Terms are three year staggered intervals not to exceed two terms (The 2008 committee member terms will be staggered between 1 and 3 years in order to transition from one committee to another while maintaining experienced members).
- Resigning committee members will recommend potential replacements.
- Committee members will be selected through a process involving CAC and Technical Advisory Committee. Final approval is granted by the Vineyard Team Board of Directors.
- The new member and outgoing member will overlap at the first opportunity to attend a meeting.
- Members will represent regulatory, academic, technical, and agricultural expertise with no individual interest group representing a majority of the committee.
- At least one member will be on the Vineyard Team Board of Directors.
- Committee members will maintain confidentiality as per the Non-Disclosure Agreement.
- Members will be free from conflict of interest as it pertains to the certification process. If a conflict arises, committee member has a responsibility for full disclosure and will recuse him/herself from related votes.

Operations

- Business and voting can be conducted in person, electronically, or by conference call.
- A majority vote of the CAC represents the Committee's decision.
- Committee will meet two to three times per year in addition to intermittent conference calls and electronic communications.
- Program staff will coordinate and prepare committee meetings.

Current CAC Members

- Julian Malone, Vineyard Manager, Coastal Vineyard Care
- Brenda Ouwerkerk, San Luis Obispo Department of Agriculture
- Steve Saiz, Regional Water Quality Control Board
- Terry Smith, PhD, California Polytechnic State University
- Jill Whitacre, Independent

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CERTIFICATION ADVISORY COMMITTEE NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 20_____, by and between Central Coast Vineyard Team (hereinafter referred to as "Discloser") and _____ (hereinafter referred to as "Recipient").

A. Discloser offers a wine industry certification program ("Certification Program") to wine grape growers and wineries ("Wine Industry Disclosers"), designed to promote environmentally safe, viticulturally effective, economically sustainable farming methods. Recipient is willing to serve on an advisory board that will assist Discloser with the Certification Program, and Recipient will receive Confidential Information (defined below) in conjunction with Recipient's participation as a member of Discloser's Certification Program advisory board.

B. Discloser owns and will also obtain from Wine Industry Disclosers certain information, technical data, non-technical data, intellectual property (including trade secrets), facts, financial information, know-how in whatever form, methods, formulas, processes, techniques, specifications, documented information, machine readable or interpreted information, information contained in physical components, business plans, in written, oral, and electronic form, all relating to the certification program (hereinafter the "Confidential Information"). Such Confidential Information does not include information which is: (i) developed by Recipient independently of Discloser without breach of this Agreement as supported by Recipient's written records, (ii) rightfully obtained without restriction by Recipient from a third party, (iii) at the time of disclosure, or thereafter becomes, publicly available other than through the fault or negligence of Recipient, (iv) released without restriction by Discloser to anyone, including the U.S. Government, as supported by Recipient's written records, or (v) known to Recipient at the time of disclosure as supported by Recipient's written records.

NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Recipient hereby agrees to receive the Confidential Information on the following terms and conditions:

1. The Confidential Information is received in confidence by Recipient, and Recipient agrees to maintain the Confidential Information in confidence and not to disclose the same.
2. The Confidential Information is being disclosed to Recipient and Recipient receives the Confidential Information solely for the purpose of performing his or her duties as a member of Discloser's Certification Program advisory board, and specifically agrees not to use the Confidential Information for any other purpose. Recipient may not use in whole or in part the Confidential Information for his or her personal uses or purposes, or for the benefit of third parties, including without limitation, any governmental entity. Recipient may not use the Confidential Information to provide, design, reproduce, redesign, reverse engineer or manufacture any services, products or equipment of Discloser or of any Wine Industry Discloser. Recipient may not use the Confidential Information to perform any services relating to the services, products or equipment of Discloser or of any Wine Industry Discloser.

3. Recipient agrees to take reasonable measures to safeguard the Confidential Information, including such measures as are reasonably necessary to ensure compliance with this Agreement.

4. Recipient further agrees not to make copies of any materials furnished as a part of the Confidential Information except after prior written permission of Discloser.

5. The Confidential Information shall remain the property of Discloser, or of the Wine Industry Discloser providing the information to Discloser. Recipient also agrees to provide Discloser with all documents and information generated by Recipient pursuant to his or her participation as a member of Discloser's advisory board.

6. Recipient will not, without Discloser's consent, disclose to any person the fact that it has obtained the Confidential Information.

7. If Recipient, or anyone else to whom Confidential Information is provided as permitted by this Agreement, receives notice indicating that it may or will be legally compelled to disclose any of the Confidential Information, it will provide Discloser with prompt notice so that Discloser may seek a protective order or other appropriate remedy and/or waive compliance with this Agreement. If a protective order or other remedy is not obtained for whatever reason, or if Discloser waives compliance with this Agreement in writing, the compelled person will furnish only that portion of the Confidential Information in respect of which it is advised by written opinion of counsel that it is required to disclose.

8. Upon request of Discloser, Recipient further agrees to return to Discloser forthwith all Confidential Information furnished to Recipient.

9. The parties agree that a breach of any part of this Agreement by Recipient shall cause immediate and irreparable injury to Discloser due to the unique nature of the Confidential Information.

10. This Agreement shall be governed by and construed according to the laws of the state of California. Any proceeding regarding enforcement of this Agreement shall take place in the County of San Luis Obispo, State of California, in the United States of America. Each party irrevocably consents to the personal jurisdiction of such courts and irrevocably waives any objection that such party may now or later have based on venue or forum non conveniens.

11. This Agreement is non-assignable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first set forth above.

DISCLOSER:

Central Coast Vineyard Team

Signature: _____

Name: Kris Beal _____

Title: Executive Director _____

RECIPIENT:

Company: _____

Signature: _____

Name: _____

Title: _____

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Peer Review

Peer review of the Vineyard and Winery Standards ensures the scientific and technical integrity of the SIP Certification program and rules.

Process

- A full peer review is completed every five years.
- Each chapter is reviewed by at least three topic experts.
- Reviewers will represent academic, industry, environmental and government professions.
- Technical Advisory Committee (TAC) considers all reviewer comments, deliberates and documents all changes.

Reviewers

- Thoroughly review relevant Standard chapters.
- Comment on existing questions.
- Make recommendations based on accepted best farming practices, current scientific findings, and new technology.

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Vineyard Certification

The intent of this chapter is to provide a summary of timing and procedures to be expected during the certification process. The program is dependent on the applicant's ability to communicate and submit documentation in a timely manner. Program staff is available to answer questions and discuss procedures during business hours.

Program Documents

Program documents are updated annually and posted by December 1. Documents are available in the online database at <https://app.sipcertified.org> and at www.SIPcertified.org.

- **Information Package** - Program rules and guidelines.
- **Standards** - Certification farming practices. Document the Standards in the [online database](#).
- **Prohibited Materials List** – Active ingredients not allowed in order to qualify for certification (see Standard 8.1.1).
- **Updates and Cycle 2 & 3 Inspections** – Document includes:
 - Changes made to the previous year's Information Package, which apply to the current Information Package.
 - Changes made to the previous year's Standards, which apply to the current Standards.
 - Standards that need to be documented for Cycle 2 & 3 Documentation inspection.
 - Standards that need to be documented for Cycle 2 & 3 Documentation and Onsite/Impromptu inspection.

Program Timeline

New Vineyard Application – Due December 1

Please review the entire Information Package and return the following items no later than December 1. Applications submitted after December 1 will be handled on a case by case basis. Forms to be completed for application are:

- Vineyard Application
- Signed Mutual Confidentiality, Non-Disclosure, and Non-Circumvention Agreement (NDA)
- Signed Sustainability in Practice Vineyard Certification Agreement
- Completed Vineyard Fee Worksheet
- Property map marked with acres
- List of blocks, varieties, and acres
- One time \$500 application ([Vineyard Team](#) members); \$1,000 (nonmembers)

Submit all forms, documentation and payment to:

Vineyard Team
5915 El Camino Real
Atascadero, CA 93422

Once the grower completes, signs, and returns the application materials, program staff will send the applicant the Standards Package within 10 business days of receipt. This packet includes the following:

- Login to certification database at <https://app.sipcertified.org>
- Signed Mutual Confidentiality, Non-Disclosure, and Non-Circumvention Agreement (NDA)
- Signed Sustainability in Practice Vineyard Certification Agreement
- Additional forms and information

Cycle 1 New Applicant Program Calendar and Due Dates

		2014	2015											
Item	Due Date	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Application														
Applicant Submits Application Package	Dec 1	█												
Vineyard Application														
Non Disclosure Agreement														
Certification Agreement														
Vineyard Fee Worksheet														
Property Map Marked with Acres														
List of Blocks, Varieties, and Acres														
Application Fee (\$500 Members; \$1,000 Non Members)														
SIP Staff Sends Database Login to Applicant	5 Bus Days													
Training and Documentation														
Certification Cycle	Dec 1 - Nov 30	█	█	█	█	█	█	█	█	█	█	█	█	█
Applicant Conducts Internal Training on SIP Rules (Recommended)	Dec		█											
Applicant Enters Standards Documentation in Database (60-80 hrs)	Dec - Jun		█	█	█	█	█	█	█					
Applicant Attends Training Webinar by SIP Staff (Posted in Jan)	Jan - Mar		█	█	█									
Applicant Completes Pre-Inspection with SIP Staff (Optional)	By Jun 1			█	█	█	█							
Inspection														
Applicant Schedules Inspector	May						█							
Applicant Submits Documentation to Inspector	1 Wk Pre Audit						█	█						
Inspector Completes Documentation & Onsite Inspection (8-15 hrs)	Jun 1 - Jul 15							█	█	█				
Inspector Submits Inspection Report to SIP Staff	Jul 25								█	█				
<i>Fees of \$250-\$500 Are Applied to Late Documentation</i>	After Jul 25									█	█			
Eligibility														
CAC Determines Certification Eligibility	Aug									█				
SIP Staff Sends Applicant Certification Eligibility Letter	Aug - Sept									█	█			
Final Certification														
Applicant Pays Certification Fees	Sept - Oct												█	█
SIP Staff Sends Applicant Certification Letter & Materials	Sept - Oct												█	█
Applicant Submits Year End Documentation to Inspector	Dec 15												█	█
Inspector Submits Year End Documentation Report to SIP Staff	Dec 31												█	█
<i>Fees of \$250-\$500 Are Applied to Late Documentation</i>	After Dec 31													█

Renewal Vineyard Application – Due December 1

SIP Vineyard Certification is renewed on an annual basis. Renewal applications are submitted through the online database (<https://app.sipcertified.org>) by December 1. Applications submitted after December 1 will be handled on a case by case basis. New acres/ranches added to the program will require a Cycle 1 Inspection (complete documentation and onsite inspection).

All applicants seeking renewal of certification are required to submit documentation based on their certification cycle to an approved inspector between June 1 and July 15. The purpose of the renewal documentation is to demonstrate that the applicant is actively engaged in farming practices that are in accordance with the SIP Certification Standards. Cycle 1 renewal applicants should review all Standard documentation requirements including Updates (annual changes made to the Standards). Cycle 2 and 3 renewal applicants should document Updates (annual changes made to the Standards) and cycle 2 and 3 inspection documentation. Renewal cycle 2 and 3 inspection documentation is subject to change on an annual basis and will be made available in the beginning of the calendar vintage.

Cycle 2 & 3 Renewal Applicant Program Calendar and Due Dates

Documentation, Documentation and Onsite, and Impromptu Inspections

Item	Due Date	Done	2015													
			Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Application																
Applicant Submits Renewal Application in Database	Dec 1		■													
Training and Documentation																
Certification Cycle	Dec 1 - Nov 30		■	■	■	■	■	■	■	■	■	■	■	■	■	■
Applicant Conducts Internal Training on SIP Rules (Recommended)	Dec		■	■	■	■	■	■	■	■	■	■	■	■	■	■
Applicant Enters Cycle 2 & 3 and New Standards in Database (20 hrs)	Dec - Jun		■	■	■	■	■	■	■	■	■	■	■	■	■	■
Applicant Attends Training Webinar by SIP Staff (Posted in Jan)	Jan - Mar			■	■	■	■	■	■	■	■	■	■	■	■	■
Inspection																
Applicant Schedules Inspector	May								■	■	■	■	■	■	■	■
Applicant Submits Documentation to Inspector	1 Wk Pre Audit								■	■	■	■	■	■	■	■
Inspector Completes Documentation (& Onsite Inspection) (1-4 hrs)	Jun 1 - Jul 15								■	■	■	■	■	■	■	■
Inspector Submits Inspection Report to SIP Staff	Jul 25									■	■	■	■	■	■	■
<i>Fees of \$250-\$500 Are Applied to Late Documentation</i>	After Jul 25										■	■	■	■	■	■
Eligibility																
CAC Determines Certification Eligibility	Aug												■	■	■	■
SIP Staff Sends Applicant Certification Eligibility Letter	Aug-Sept												■	■	■	■
Final Certification																
Applicant Pays Certification Fees	Sept - Oct														■	■
SIP Staff Sends Applicant Certification Letter	Sept - Oct														■	■
Applicant Submits Year End Documentation to Inspector	Dec 15														■	■
Inspector Submits Year End Documentation Report to SIP Staff	Dec 31														■	■
<i>Fees of \$250-\$500 Are Applied to Late Documentation</i>	After Dec 31														■	■

Cycle 1 Renewal Applicant Program Calendar and Due Dates

Item	Due Date	Done	2015												
			Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Application															
Applicant Submits Renewal Application in Database	Dec 1		■												
Training and Documentation															
Certification Cycle	Dec 1 - Nov 30		■	■	■	■	■	■	■	■	■	■	■	■	■
Applicant Conducts Internal Training on SIP Rules (Recommended)	Dec		■	■	■	■	■	■	■	■	■	■	■	■	■
Applicant Enters New/Reviews Full Standards in Database (20 hrs)	Dec - Jun		■	■	■	■	■	■	■	■	■	■	■	■	■
Applicant Attends Training Webinar by SIP Staff (Posted in Jan)	Jan - Mar		■	■	■	■	■	■	■	■	■	■	■	■	■
Inspection															
Applicant Schedules Inspector	May							■	■	■	■	■	■	■	■
Applicant Submits Documentation to Inspector	1 Wk Pre Audit							■	■	■	■	■	■	■	■
Inspector Completes Documentation & Onsite Inspection (4-6 hrs)	Jun 1 - Jul 15							■	■	■	■	■	■	■	■
Inspector Submits Inspection Report to SIP Staff	Jul 25									■	■	■	■	■	■
<i>Fees of \$250-\$500 Are Applied to Late Documentation</i>	After Jul 25											■	■	■	■
Eligibility															
CAC Determines Certification Eligibility	Aug											■	■	■	■
SIP Staff Sends Applicant Certification Eligibility Letter	Aug - Sept											■	■	■	■
Final Certification															
Applicant Pays Certification Fees	Sept - Oct													■	■
SIP Staff Sends Applicant Certification Letter	Sept - Oct													■	■
Applicant Submits Year End Documentation to Inspector	Dec 15													■	■
Inspector Submits Year End Documentation Report to SIP Staff	Dec 31													■	■
<i>Fees of \$250-\$500 Are Applied to Late Documentation</i>	After Dec 31													■	■

Standards Completion

Timeframe

The certification cycle is December 1 through November 30. Certification applies to the vintage within which the Standards' practices were third-party inspected. For example, an applicant who submits completed Standards and documentation for practices occurring December 1, 2010 through November 30, 2011 would be eligible for certification for the 2011 vintage. Documentation and practices must be based on the Standards for the current certification year and reflect practices between December 1 and November 30 unless otherwise specified in the Standard question. All records must be maintained for at least three years.

Documentation and Points

It is important that the appropriate person(s) at the applicant organization be responsible for documenting and completing the process. The applicant should have a broad knowledge of viticulture, in addition to a solid understanding of the farming operation and company practices.

All documentation will be completed in the online database (app.sipcertified.org). At the beginning of the certification process, the applicant should review the Standards (which include both "Requirements" and "Management Enhancements (ME)") in its entirety. It is important for the applicant to fully understand the record keeping and documentation required for each practice. **All documentation for Requirements and Management Enhancements must be present at the time of audit.**

Requirements are practices that must be achieved in order for vineyards to be eligible for certification. Management Enhancements are additional practices, building on the Requirements, which go above and beyond the Requirement. Because the Requirements are mandatory, it is recommended that they be addressed first to ensure adequate documentation of each

Requirement. Once the Applicant completes all the Requirements, begin to answer each Management Enhancement and provide documentation.

The Standards are based on a 1,000 point scale, 500 for Requirements, 500 for Management Enhancements. In order to be eligible for certification, vineyards must document meeting ALL Requirements. Management Enhancements are assigned various point values totaling 500 points. Vineyards must receive a minimum of 50% of the applicable Management Enhancement points. Some Management Enhancement questions have “Not Applicable” answers. If a Not Applicable answer is selected that question’s point value is subtracted from the total available Management Enhancement points. For example, if a “Not Applicable” answer is selected on a question worth 5 points the total available Management Enhancement points goes from 500 to 495.

Standard Chapters include:

- Conservation & Enhancement of Biological Diversity
- Vineyard Acquisition/Establishment & Management
- Soil Conservation & Water Quality
- Water Conservation
- Energy Conservation & Efficiency
- Air Quality
- Social Equity
- Pest Management
- Continuing Education
- Product Assurance and Business Sustainability
- Year End Water and Nitrogen Use Reports (due annually December 15)

In order to be eligible for certification, vineyards MUST NOT use any materials on the Prohibited Materials List (PML) as described in Requirement 8.1.1. The current list is attached on the last page of the Standards. This list includes active ingredients included in the following regulatory designations:

- Cholinesterase Inhibiting
- Toxic Air Contaminant
- DPR Ground Water Protection
- DPR California Restricted Materials
- EPA Federally Restricted Materials

Time Required to Complete Standards

The time required to complete SIP Standards documentation varies based on the size of the property and the number of ranches being certified. On average:

- Cycle 1 (new applicant): 60-80 hours
- Cycle 1 (renewal applicant): 20-30 hours
- Cycle 2 and 3: 20-30 hours

Farming Company with Multiple Vineyards

A single owner managing multiple ranches can combine documentation and inspections for vineyards under one application. Specific vineyard documentation will need to be present for all vineyards but consistent information (e.g. Human Resources) can be documented once. Inspectors will review the most representative set of documentation and spot check documentation for all the vineyards. Onsite inspections will be conducted at all properties.

Extensions

In extraordinary circumstances where documentation is missing or unavailable at the time of the Certification Advisory Committee (CAC) meeting, the applicant must submit a written request for an extension. The request must include a thorough explanation regarding the lack of documentation, in addition to the expected date of submittal. Applicants should recognize that an extension is not often granted by the CAC. Approved extensions may be subject to late fees as outlined in the Vineyard Inspection Process section under Late Documentation Fees.

Exemptions

There may be extraordinary situations in which a grower may request a temporary exemption from a specific procedure or requirement. In these cases, the grower must contact program staff regarding their intent to request an exemption and provide written documentation justifying the request. The Certification Advisory Committee (CAC) will review blinded documentation justifying the request and give a decision within five business days of staff receipt of the written grower request. Applicant name and affiliation are not disclosed to the CAC.

Vineyard Inspection Process – June 1 – July 15

SIP is an annual certification. The certification process is a 3-year cycle, with all growers receiving a complete documentation and onsite inspection in Cycle 1. Growers will receive various combinations of documentation inspections, interviews, and onsite inspections for Cycles 2 and 3. For example, a vineyard is in Cycle 1 when they are first certified in 2008 and are again in Cycle 1 their fourth year of certification in 2011.

New applicants should contact program staff to schedule a pre-inspection assistance meeting early in the process. This meeting should take place a **minimum of four weeks prior to a scheduled inspection** to allow growers time to incorporate staff suggestions. The one-time application fee includes 3 hours of pre-inspection assistance at the program staff office. Additional assistance will be charged at a rate of \$50 per hour.

Late Documentation Fees

Inspections must be completed by program deadlines. The main sections Requirements and Management Enhancements must be completed between June 1 and July 15 and all documentation must be provided to the inspector by July 25. Year End submissions (8.1.1 July to November Pesticide Use Reports and Chapter 11) must be completed by December 15 and all documentation must be provided to the inspector by December 31. Late documentation is subject to a \$250-\$500 late fee penalty and is assessed at the discretion of program staff based on the individual circumstances. Incomplete inspection reports and documentation are subject to a NOT ELIGIBLE vote by the Certification Advisory Committee (CAC). Growers may appeal penalties and decisions as per the program rules (see Appeals below).

Three Cycle Inspection Overview

- 100% of applicants have a complete documentation and onsite inspection in Cycle 1.
- 100% of applicants have a documentation inspection in Cycle 2 and 3.
- 10% of renewal applicants have an onsite inspection in either Cycle 2 or 3 for every two cycles (6 years).
- One renewal applicant per year (in Cycle 2 or 3) will have an impromptu onsite inspection.
- A single owner managing multiple renewal applicants will receive a maximum of one onsite renewal inspection in Cycle 2 or 3 for every two cycles (6 years).
- A single owner managing multiple renewal applicants will receive a maximum of one impromptu inspection in Cycle 2 or 3 for every two cycles (6 years).
- A single owner is subject to only one onsite or impromptu inspection in Cycle 2 or 3 for every two cycles (6 years).

Inspector Selection and Time Requirements

Each vineyard will select and hire their inspector from the list of SIP Accredited Inspectors provided in the Information Package. The vineyard will schedule an inspection between June 1 and July 15. Time required for the inspection depends on grower readiness and condition of the documentation. The grower pays audit fees directly to the inspector (including travel costs, if applicable).

Generally, inspection time is as follows:

- New applicant Cycle 1 documentation and onsite inspections will require 8 – 15 hours
- Cycle 1 inspections (for non-new applicants) will require 4 – 6 hours
- Cycle 2 and 3 documentation inspections require 1 – 3 hours
- Cycle 2 and 3 onsite inspections require 2 - 4 hours
- Cycle 2 and 3 impromptu onsite inspections require 2 - 4 hours

Cycle 1 Inspection - Full

All applicants in Cycle 1 will receive a full documentation and onsite inspection. The inspection process is completed in two parts:

Documentation Review

Applicant completes Standards documentation in database for the third-party inspector to review. The inspector reviews and verifies documentation of Requirements and Management Enhancements either on or offsite.

Onsite Inspection

Inspector visits the vineyard, interviews the vineyard representative, reviews the documentation, and tours the property. Documentation not verified during the preliminary review must be present and verified during the onsite inspection.

Cycle 2 and 3 Inspection

Documentation

Renewal documentation is provided by program staff and is subject to change on an annual basis. These items will be reviewed by the independent inspector (offsite) and may require an interview.

Documentation and Onsite

Staff and the Technical Advisory Committee (TAC) will randomly select 10% of renewal applicants to receive an onsite inspection. Grower notification of this inspection will be made by February. Applicants must submit Cycle 2 and 3 documentation as specified by program staff annually. These items will be reviewed by the independent inspector (on or offsite) and the inspector visits the vineyard, interviews the grower, spot reviews documentation, and tours the property.

Impromptu

Staff and the Technical Advisory Committee (TAC) will randomly select one renewal applicant to receive an impromptu onsite inspection. Notification of the impromptu renewal onsite inspection will occur at least 48 hours prior to the scheduled inspection. Applicants must submit Cycle 2 and 3 documentation as specified by program staff annually. These items will be reviewed by the independent inspector (on- or offsite) and the inspector visits the vineyard, interviews the grower, spot reviews documentation, and tours the property.

If an inspector notes that an applicant has insufficient or questionable documentation, the Certification Advisory Committee (CAC) can require additional impromptu inspections the following certification cycle with a unanimous vote.

Vineyard Eligibility

Following the third-party inspection, the inspector will submit their report to program staff. Staff will blind the inspection reports so that applicant names and affiliations are not disclosed to the Certification Advisory Committee (CAC). Staff will schedule and facilitate a CAC Meeting to be held in August. The CAC reviews inspector reports and votes PASS, HOLD or NOT ELIGIBLE. A majority vote of the entire CAC represents the Committee's decision.

Following the August CAC meeting, applicants will be notified of the eligibility decision. Notification will include the CAC results. If a vineyard is eligible for certification, notification will also include an invoice for certification fees. Applicants placed on HOLD will need to complete the requirements by the date specified in their Letter of Eligibility.

Once the fully executed Vineyard Certification Agreement and applicable fees (paid on 100% of audited acres) have been received, program staff will provide a Certification Letter and accompanying materials. The Certification Letter lists final certified acres so it is imperative that the applicant carefully reviews the information for accuracy. If the applicant feels that any information is inaccurate, they have 30 days to notify program staff.

SIP Certification is contingent on practices remaining in alignment with all Standard Requirements through November 30 of the certified vintage. Applicants are required to submit Standard 8.1.1 Pesticide Use Reports (PUR) from July 1 through November 30 of and Chapter 11 Year End Water and Nitrogen Use Reports for the certified vintage to their inspector on or before December 15 of the same year.

Appeals

If a grower wishes to appeal an administrative or Certification Advisory Committee (CAC) decision, growers will be granted an opportunity to provide a written explanation of their circumstance. The CAC will review the appeal materials and provide an opportunity for a grower interview (in person or via conference call). All decisions of the CAC following an appeal are final. Any other dispute or disagreement between the parties hereto arising out of or relating to the program shall be settled by binding arbitration in San Luis Obispo County, California, under the rules of the American Arbitration Association.

Vineyard Certification Costs

Certification fees cover staff and materials to support specific program administration and outreach. Specifically, program staff is working diligently to build brand awareness among trade, media, gatekeepers, and consumers through a variety of efforts. Staff also provides materials to each participant to support their individual marketing efforts. In order to determine the structure, Vineyard Team evaluated a variety of factors (i.e., creation of a self-sustaining program, sharing costs between wineries and vineyards, comparability to other programs).

- Application (one time): \$500 Vineyard Team members / \$1000 non Vineyard Team members
- Inspector: \$75 - \$100/hour
 - Paid directly to inspector
 - Reference Inspector Selection and Time Requirement section to estimate length of inspection
- Licensing (per acre):

Certified Acres	(\$/ac)*
0 - 49	\$ 20.00
50-99	\$ 15.00
100 - 249	\$ 12.00
250 - 499	\$ 10.00
500 - 999	\$ 9.00
1,000 - 2,499	\$ 8.00
2,500 - 4,999	\$ 7.00
5,000 or more	\$ 5.00

*\$500 minimum

Sustainability in Practice (SIP)TM Vineyard Application

Please complete, sign, provide required materials, and return.
5915 El Camino Real, Atascadero, CA 93422

Vineyard Information:

Vineyard Name	Year of Certification
Vineyard Physical Address	City, State Zip
Total Planted Acreage Included in Application	Total Site Acreage
Vineyard Pesticide Use Permit Number	

Main Contact Information:

Main Contact Name	Main Contact Title
Mailing Address	City, State Zip
Phone Number	Fax Number
Mobile Number	Email Address

Please include a list of winery clients associated with the vineyard (attach information if additional space is needed):

- I have read, understand, and agree to abide by the rules set forth in this package ____ INITIAL
- I understand that a company representative must attend one mandatory program informational meeting.
____ INITIAL
- I have read the SIPTM Standards and am aware of the requirements necessary to achieve certification including but not limited to the active ingredients listed in the Prohibited Materials List. ____ INITIAL
- I have signed and enclosed the original Non-Disclosure Agreement. ____ INITIAL
- I have attached a property map marked with the acres. ____ INITIAL
- I have attached records of vineyard blocks including varieties and corresponding acres. ____ INITIAL
- I have read and understand the licensing agreement and fee structure. ____ INITIAL
- I have attached the onetime, nonrefundable application fee (\$1000 for non-Vineyard Team grower members, \$500 for Vineyard Team grower members of the certified vintage year). ____ INITIAL

I certify that my responses are true and correct and that I am an authorized representative of the above listed company.

Printed Name	Signature	Date
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SUSTAINABILITY IN PRACTICE VINEYARD CERTIFICATION AGREEMENT

THIS SUSTAINABILITY IN PRACTICE™ VINEYARD CERTIFICATION AGREEMENT (this "Agreement") is by and between Vineyard Team,

a California nonprofit mutual benefit corporation ("VT") and _____,
 a _____ ("Grower"), and is effective as of _____.
Company Name
 Company Type (i.e. Corporation, LLC, etc.) Today's Date

1. DEFINITIONS.

Terms with initial capital letters used and not defined elsewhere in this Agreement shall have the meanings set forth below, unless the context requires otherwise.

- a. "VT Material" shall mean the names, characters, symbols, designs, likenesses, and visual representations provided to Grower by VT in digital form, examples of which are set forth on Exhibit A.
- b. "CERTIFICATION PAYMENT" shall mean the gross amount payable by Grower to VT, determined as follows:

Vineyard Certification Fees	
Acres	\$/Acre
0 – 49	\$20.00*
50 - 99	\$15.00
100 – 249	\$12.00
250 - 499	\$10.00
500 – 999	\$9.00
1000 – 2499	\$8.00
2500 – 4999	\$7.00
5000 or more	\$5.00

*\$500 minimum Vineyard Certification Fee.

"Certified Products" shall mean Grower's vineyard, or portion thereof, certified in accordance with the Sustainability in Practice™ Vineyard Certification Program (the "Program"), and the wine grapes produced by such certified vineyard, which become Certified Products when Grower successfully completes the Program and pays the Certification Payment to VT. Certified Products shall not include any products that are not produced from blocks specifically certified pursuant to the Program.

2. TERMS OF CERTIFICATION

Upon the terms and conditions of this Agreement, VT hereby grants Grower the non-exclusive right to hold the Certified Products out as certified pursuant to the Program, and to use the VT Material during the Term of this Agreement, solely on and in connection with the Certified Products.

3. CONSIDERATION.

In consideration for the certification granted to Grower under this Agreement, Grower shall pay to VT the Certification Payment.

- a. Any amount payable by Grower to VT hereunder not paid when due shall accrue interest at the monthly rate of one and one-half percent (1.5%) from the date due until such amount is paid in full. The payment of such interest shall be in addition to and not in substitution for any other remedies available to VT with respect to non-payment.
- b. Grower shall pay VT the Certification Payment within thirty (30) days following notification of certification pursuant to the Program, for each applicable year during the Term of this Agreement, and shall be due and payable regardless of whether or not Grower uses the VT Material.

4. USE OF VT MATERIAL.

In addition to the provisions set forth elsewhere in this Agreement, the use of the VT Material by Grower is subject to the following conditions:

- a. Grower shall use the VT Material, and may claim compliance with the Program only in relation to Certified Products, and not in relation to any of Grower's products that are not certified pursuant to the Program. Notwithstanding this Paragraph 4.a, if Grower certifies more than eighty-five percent (85%) of Grower's vineyard, then Grower may display the VT Material with respect to Grower's entire vineyard, but may not claim products are Certified Products unless they are produced from blocks specifically certified in accordance with the Program.
- b. Grower shall use the VT Material in the exact form provided to Grower by VT, without modification or deviation of any kind, except as may be pre-approved in writing by VT, and except that Grower may re-size the material, so long as the overall dimensions of the VT Material remain consistent and legible.

- c. Use of the VT Material does not constitute and may not be used to imply the endorsement of the Certified Products by VT, or any other product of Grower, and the VT Material may not be used as an indication of a particular standard of quality.
- d. Grower will not harm, misuse or bring into disrepute the VT Material, its reputation, or that of VT.
- e. Grower will comply with all laws and regulations relating or pertaining to the manufacture, sale, advertising or use of the Certified Products, shall maintain high quality and standards commensurate with Grower's market, and shall comply with any regulatory agencies that shall have jurisdiction over the Certified Products.
- f. Grower will never disclose any confidential and non-public information about VT it acquires from any source during the Term of this Agreement.

5. OWNERSHIP OF VT MATERIAL; RESERVATION OF RIGHTS.
 All right title and interest in and to the VT Material shall belong solely to VT. All use of the VT Material by Grower shall inure to the benefit of VT. VT retains all rights not expressly conveyed to Grower hereunder, and VT may use and/or grant to others the right to use the VT Material in connection with other products.

6. QUALITY OF CERTIFIED PRODUCTS.

Grower shall ensure that the Certified Products shall be of high standard and quality, and shall be adequate and suitable for their intended uses.

7. PROTECTION OF RIGHTS.

- a. Grower agrees that it will not apply for or seek to obtain trademark, copyright or any other proprietary right in the VT Material, or packaging, labeling, advertising or promotional material therefore, or related thereto. VT makes no warranty with respect to the VT Material.
- b. Grower agrees that if Grower receives knowledge of any unauthorized use of the VT Materials, Grower will call such fact to the attention of VT. VT shall then have the exclusive right in its sole discretion to pursue any such unauthorized use, and Grower shall cooperate and assist in any such action. If requested by VT, Grower shall join in or cooperate in any such action as may be instituted by VT; all at VT's expense, including reasonable attorneys' fees. The proceeds recovered in any such action in the form of damages, profits, or other recovery shall belong solely to VT. Grower shall not commence any action of its own to restrain or recover damages for any alleged infringements of the VT Material without first obtaining express written permission to do so from VT.
- c. Grower will not attack the title or right of VT in and to the VT Material or any copyright or trademark pertaining thereto, nor will it attack the validity of the rights granted hereunder during the Term hereof or thereafter.

8. INDEMNIFICATION.

- a. Grower hereby agrees to defend, indemnify and hold VT and its agents, employees, and representatives harmless from any loss, liability, damage, cost or expense (including reasonable attorneys' fees), arising out of the production, distribution, advertising, promotion, offering for sale, and sale of the Certified Products, including without limitation any claims or suits against any of them by reason of or alleging any unauthorized or infringing use by Grower of any patent, process, method, trade secret, copyright, trademark, or publicity right or other similar property (other than the VT Material covered by this Agreement) or any alleged defects or inherent dangers in said Certified Products or the use thereof.
- b. VT shall give Grower prompt notice of any claim asserted against VT on the basis of which VT intends to seek defense and/or indemnification from Grower as herein provided (but the obligations of the Grower under this Paragraph shall not be conditioned upon the receipt of such notice). The defense and indemnification provisions of this Paragraph 8 shall not require payment as a condition precedent to recovery.

9. TERM.

The initial term of this Agreement shall be one (1) year, and shall automatically renew for each consecutive year in which Grower is certified pursuant to the Program.

10. TERMINATION.

a. VT shall have the right to terminate this Agreement without prejudice to any other rights which it may have, whether under the provisions of this Agreement, in law or in equity or otherwise, upon thirty (30) days prior written notice to Grower.

b. In the event of termination of this Agreement due to Grower's uncured breach, Grower will refrain from further use of the VT Material. Grower agrees that the VT Material possess a special, unique and extraordinary character which makes difficult the assessment of the monetary damage sustained by unauthorized use. Grower recognizes that irreparable injury would be caused by unauthorized use and agrees that injunctive and other equitable relief would be appropriate in the event of a breach of this Agreement, provided, however, that such remedy shall not be exclusive of other legal remedies otherwise available to VT.

11. USE OF MATERIAL UPON EXPIRATION OR TERMINATION.

Following expiration or termination of this Agreement, other than termination due to Grower's breach, Grower may continue to distribute and sell Certified Products remaining after such expiration or termination for any period during which it was properly certified by VT pursuant to the Program. Following expiration or termination of this Agreement for whatever reason, and the distribution and sale of Certified Products pursuant to this Paragraph, Grower agrees to make no further use of the VT Material whatsoever, either in or on products or in advertising, publicity, promotional or display materials.

12. NOTICES.

All notices which either party hereto is required or may desire to give to the other shall be given by addressing the same to the other at the address provided below, or at such other address as may be designated in writing or by facsimile by any such party in a notice to the other given in the manner described in this Paragraph. All such notices shall be sufficiently given when the same shall be received by facsimile or after such notice is deposited so addressed, postage prepaid, in the United States mail. The date of actual receipt of such facsimile or mail shall be the date of the giving of such notice.

13. NO PARTNERSHIP OR JOINT VENTURE.

This Agreement does not constitute and shall not be construed as constituting a partnership, joint venture or agency between Grower and VT. Neither party shall have any right to obligate or bind the other party in any manner whatsoever, and nothing herein contained shall give, or is intended to give, any rights of any kind to any third persons.

14. NO ASSIGNMENT.

The rights granted to Grower pursuant to this Agreement are personal to Grower and Grower shall not assign, transfer or sub-license any or all of the rights granted herein to any third party without the written consent of VT. Grower shall not pledge or encumber this Agreement as security or collateral for any obligation of Grower.

15. ENTIRE AGREEMENT; WAIVER, MODIFICATION.

This Agreement represents the entire agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all previous representations, understandings or agreements between the parties hereto. No waiver, modification or cancellation of any term or condition of this Agreement shall be effective unless executed in writing by the party charged therewith. No written waiver shall excuse the performance of any act other than those specifically referred to therein.

16. DISPUTE RESOLUTION.

a. Any dispute or disagreement between the parties hereto seeking to enjoin or restrain Grower's sale or distribution of the Certified Products, or of any other products, services, or merchandising bearing VT Material or any copy or simulation thereof, or other use of the VT Material, may be determined in any forum of VT's choosing, and Grower hereby consents to venue and personal jurisdiction in the Superior Court of San Luis Obispo County, State of California, and the United States District Court for the Central District of California. In any such action, the forum may retain jurisdiction to award damages, profits, attorney's fees or costs, as allowed by law in such matters.

b. Any other dispute or disagreement between the parties hereto arising out of or relating to this Agreement shall be settled by binding arbitration in San Luis Obispo County, California, under the rules of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction. Arbitration shall not preempt the seeking of relief provided by Paragraph 16.a, and if such relief is sought, any court in which such action is commenced, not any arbitration panel, shall determine whether any particular matter is justiciable by the court or only arbitrable.

c. This Agreement shall be construed in accordance with the laws of the State of California, without giving effect to the conflict of laws principles thereof.

17. SEVERABILITY.

If any provision of this Agreement is invalid, illegal or unenforceable, the balance of this Agreement shall remain in full force and effect, and if any provision is inapplicable to any person or circumstances, it shall nevertheless remain applicable to all other persons and circumstance.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, as of the date first written above.

COMPANY: Vineyard Team

COMPANY: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED SIGNATURE: _____

Printed Name: Kris Beal

Printed Name: _____

Title: Executive Director

Title: _____

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Wine Certification

The intent of this chapter is to provide a summary of timing and procedures to be expected during the inspection process. The program is dependent on the applicant’s ability to communicate and submit documentation in a timely manner. Program staff is available to answer questions and discuss procedures during business hours.

Program Documents

Program documents are updated annually and posted by December 1.

- **Information Package** - Program rules and guidelines.
- **Updates and Cycle 2 & 3 Inspection (for Vineyard Certification)** – Document includes:
 - Changes made to the previous year’s Information Package, which apply to the current Information Package.

Program Overview and Timeframe

Wines eligible to use the SIP logo and language must have a minimum of 85% of the juice for the final product made from SIP Certified fruit.

The wine application and audit process is flexible for individual winery needs but must allow for credible verification of wine chain of custody with adequate lead time for the winery to incorporate use of logo for the labels. A delay by the winery to promptly complete any of the related steps will result in a delay in granting licensing and use of logo.

In general, the Wine Audit Process of the SIP Certification Program is as follows:

Timeframe	Action
Ongoing	Wine applicant completes and submits signed Wine Application to program staff and accredited inspector.
Ongoing – once final blend is complete	Applicant prepares chain-of-custody documentation and schedules documentation inspection with approved inspector.
Ongoing – once final blend is complete	Inspector conducts documentation inspection of 20% of applied for wines.
No later than five business days after audit	Inspector submits reports to staff to be blinded and submitted to Certification Advisory Committee (CAC).
Within five business days of receiving audit report	CAC determines eligibility based on blind inspector reports.
Within five business days of CAC decision	Program staff notifies applicant of the CAC determination of eligibility. **Applicant provides Eligibility Letter to TTB.
Within one month after bottling or by September 15 of the following vintage	Final licensing is granted with the full execution of the Certification Agreement and payment of White/Rose wine certification fees.
30 days after bottling/December 1	Applicant submits bottling records for inspected wines to inspector
Within one month after bottling or by December 15 of the following vintage	Final licensing is granted with the full execution of the Certification Agreement and payment of Red wine certification fees.

**New applicants only

Application Process

Submit the Wine Application form and required attachments to:

Vineyard Team
5915 El Camino Real
Atascadero, CA 93422

Wine Inspection Process

Inspector Selection and Time Requirement

Each winery will select and hire their inspector from the list of SIP Accredited Inspectors provided in the Information Package. The inspection itself will be charged on an hourly basis to each winery. Inspections will require 1-4 hours depending on the preparedness of the applicant and the number of wines in the application. The winery pays the inspection fees directly to the inspector (including travel costs, if applicable).

Chain of Custody Inspection

All wineries will receive a chain of custody inspection for each application.

The Applicant prepares documentation and schedules a chain of custody inspection directly with an approved third-party inspector listed in the Information Package. Chain of custody documentation includes a standard operating procedure identifying SIP Certified fruit from the vineyard throughout the wine making process. To be eligible the final wine product must include greater than or equal to 85% juice from SIP Certified fruit. The inspector reviews 20% of applied for wines (selected by inspector) and verifies hardcopy chain of custody documentation offsite.

The wine audit process is conducted as bottling occurs and is required for wineries to use the certification seal and related marketing materials associated with certified wine(s).

Wine Eligibility

Wines eligible to use the logo and language must have a minimum of 85% of the juice for the final product made from SIP Certified fruit as verified by the wine audit. The rules of use are specified in the Winery Certification Agreement.

Within five business days of the third-party wine inspection, the inspector will submit an inspection report to program staff. Staff will then submit blinded (applicant names and affiliations are not disclosed) inspection reports to the Certification Advisory Committee (CAC) for eligibility decisions via email within five business days. The CAC reviews inspector reports and votes PASS, HOLD or NOT ELIGIBLE. A majority vote of the entire CAC represents the Committee's decision.

Wine applicants will be notified of the eligibility decision within five business days of the CAC decision. Notification will include a Letter of Eligibility (if applicable) and a copy of the audit report. If wine(s) is(are) eligible for certification, this notification will include an invoice for certification fees and a copy of the fully executed Wine Certification Agreement (new applicants only). First time applicants will supply their Eligibility Letter to TTB for label approval. Certification is not granted until full execution of the Wine Certification Agreement and payment in full of applicable fees. Applicants are required to submit bottling records for the wines audited by December 1 of the bottling year to their inspector.

Once the fully Executed Wine Certification Agreement and applicable fees (paid on 100% of audited cases) have been received, program staff will provide documentation of wine certification. Staff will also provide SIP informational materials. Certified wines will be eligible to use the seal as it pertains to the product in a variety of ways (i.e. tasting notes, sales sheets, shelf hangers, neckers, labels). Please contact program staff for more information.

Appeals

If an applicant wishes to appeal a CAC decision, the applicant will be granted an opportunity to provide a written explanation of any discrepancy of the auditor findings. The CAC will review the appeal materials and provide an opportunity for an interview (in person or via conference call). All decisions of the CAC following an appeal are final. Any other dispute or disagreement between the parties hereto arising out of or relating to the program shall be settled by binding arbitration in San Luis Obispo County, California, under the rules of the American Arbitration Association.

Wine Certification Costs

- Application: None
- Audit: \$75 - \$100/hr
 - Paid directly to inspector
 - 1-4 hours depending on preparedness of applicant
- Licensing (Per Case):

Cases	(\$/case)
0 - 7,500	\$0.16
7,500 - 24,999	\$0.12
25,000 - 49,999	\$0.10
50,000 - 99,999	\$0.08
100,000 - 249,999	\$0.07

Applicable fees are calculated on final case production. Payment is due no later than one month after bottling or by September 15 of the following vintage for white and rose wines and by December 15 of the following vintage for red wines. Outstanding balances are subject to a 5% late penalty.

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SIP Certification Wine Application

Please complete, sign, provide necessary documentation, and return one copy to program staff (beth@sipcertified.org or 5915 El Camino Real, Atascadero, CA 93422) and one copy to your inspector (selected from the approved list in the Information Package).

Main Contact Information:

Winery Name	
Main Contact Name	Main Contact Title
Mailing Address	City, State Zip
Phone Number	Fax Number
Mobile Number	Email Address

List all wines included in the audit. **Twenty percent of applied for wines will be chosen from this list by the inspector to undergo a thorough verification process** from vineyard (block) to final blend composition. Attach additional list if the space provided is insufficient.

Inspected*	Brand	Vintage	Varietal/Source	Bottling Date (est.)	Release Date (est.)	Cases (est.)
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
Total Cases (a)						
Per Case Fee (b)						
Total Fee (a x b)						

*To be completed by Inspector

- I have read, understand, and agree to abide by the rules set forth in this package ____INITIAL
- I understand that the chain of custody audit must take place prior to receiving the Certification Letter required by TTB for label approval. ____INITIAL
- I have attached the signed Winery Certification Agreement. (new applicants only) ____INITIAL
- I understand that final licensing occurs after satisfactory inspection, CAC determination of eligibility, fully executed Certification Agreement, and payment of Certification fees. ____INITIAL

I certify that my responses are true and correct and that I am an authorized representative of the above listed company.

Printed Name

Signature

Date

SIP Certification Wine Inspection Report

SIP Certified products must be identified at all stages using consistent identifiers.

A SIP accredited inspector will randomly select 20% of wines on the SIP Certification Wine Application to review. Please provide your inspector with documentation for the following chain of custody items once wines have been selected. An accredited wine inspector will complete this report.

Harvest

Criteria	Req. Met	Documentation	Notes
SIP Certification letter (for each vintage)	<input type="checkbox"/>	<input type="checkbox"/>	
Weigh Tag	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Crush/Press/Juice

Criteria	Req. Met	Documentation	Notes
Crush records with volume	<input type="checkbox"/>	<input type="checkbox"/>	
Fermentation records	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Storage

Criteria	Req. Met	Documentation	Notes
Tank/Barrel storage records	<input type="checkbox"/>	<input type="checkbox"/>	
Topping records	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Blending

Criteria	Req. Met	Documentation	Notes
Blending records	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Bottling

Criteria	Req. Met	Documentation	Notes
Bottling schedule	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated bottling date	<input type="checkbox"/>	<input type="checkbox"/>	
Bottling records (Furnished to inspector 30 days after bottling)	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

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SUSTAINABILITY IN PRACTICE WINE CERTIFICATION AGREEMENT

THIS SUSTAINABILITY IN PRACTICE™ WINERY CERTIFICATION AGREEMENT (this "Agreement") is by and between Vineyard Team, a California nonprofit mutual benefit corporation ("VT") and _____,

a _____ ("Winery"), and is effective as of _____.

Company Name
Company Type (i.e., Corporation, LLC, etc.) Today's Date

1. DEFINITIONS.

Terms with initial capital letters used and not defined elsewhere in this Agreement shall have the meanings set forth below, unless the context requires otherwise.

- a. "VT Material" shall mean the names, characters, symbols, designs, likenesses, and visual representations provided to Winery by VT in digital form, examples of which are set forth on Exhibit A.
- b. "Certification Payment" shall mean the gross amount payable by Winery to VT, determined as follows:

Wine Certification Fee	
Cases	(\$/case)
0 - 7,500	\$0.16
7,500 - 24,999	\$0.12
25,000 - 49,999	\$0.10
50,000 - 99,999	\$0.08
100,000 - 249,999	\$0.07

c. "CERTIFIED PRODUCTS" shall mean wine produced by Winery from grapes where eighty-five percent (85%) or more of the grapes are from a vineyard block or blocks certified in accordance with the Sustainability in Practice™ Vineyard Certification Program (the "Program"), as confirmed by a chain of custody audit (the "Audit"). Winery's products become Certified Products upon successful completion of the Audit and payment of the Certification Payment to VT. Certified Products shall not include any wine that is not produced from grapes grown in blocks specifically certified pursuant to the Program.

2. TERMS OF CERTIFICATION.

a. Upon the terms and conditions of this Agreement, VT hereby grants Winery the non-exclusive right to hold the Certified Products out as being produced using grapes where at least eighty-five percent (85%) of the grapes come from a vineyard block or blocks certified in accordance with the Program, and to use the VT Material during the Term of this Agreement, solely on and in connection with the Certified Products.

b. VT reserves the right to conduct follow up chain of custody audits to confirm wine claimed as Certified Products was produced using grapes from vineyard blocks certified pursuant to the Program.

3. CONSIDERATION.

In consideration for the rights granted to Winery under this Agreement, Winery shall pay to VT the Certification Payment.

a. Any amount payable by Winery to VT hereunder not paid when due shall accrue interest at the monthly rate of one and one-half percent (1.5%) from the date due until such amount is paid in full. The payment of such interest shall be in addition to and not in substitution for any other remedies available to VT with respect to non-payment.

b. Winery shall pay VT the Certification Payment as follows:

(i) The Certification Payment for white and rose wines is due on the earlier of: (A) thirty days after bottling, or (B) September 15th of the following vintage year (for example, if the certified vintage is 2009, fees are due no later than September 15, 2010).

(ii) The Certification Payment for red wines is due on the earlier of: (A) thirty days after bottling, or (B) December 15th of the following vintage year (for

example, if the certified vintage is 2009, fees are due no later than December 15, 2010).

4. USE OF VT MATERIAL.

In addition to the provisions set forth elsewhere in this Agreement, the use of the VT Material by Winery is subject to the following conditions:

- a. Winery shall use the VT Material only in relation to Certified Products, and not in relation to any of Winery's products that are not certified pursuant to the Audit.
- b. Winery shall use the VT Material in the exact form provided to Winery by VT, without modification or deviation of any kind, except as may be pre-approved in writing by VT, and except that Winery may re-size the material, so long as the overall dimensions of the VT Material remain consistent and legible.
- c. Use of the VT Material does not constitute and may not be used to imply the endorsement of the Certified Products by VT, or any other product of Winery, and the VT Material may not be used as an indication of a particular standard of quality.
- d. Winery will not harm, misuse or bring into disrepute the VT Material, its reputation, or that of VT.

e. Winery will comply with all laws and regulations relating or pertaining to the manufacture, sale, advertising or use of the Certified Products, shall maintain high quality and standards commensurate with Winery's market, and shall comply with any regulatory agencies which shall have jurisdiction over the Certified Products.

f. Winery will never disclose any confidential and non-public information about VT it acquires from any source during the Term of this Agreement.

5. OWNERSHIP OF VT MATERIAL; RESERVATION OF RIGHTS.

All right title and interest in and to the VT Material shall belong solely to VT. All use of the VT Material by Winery shall inure to the benefit of VT. VT retains all rights not expressly conveyed to Winery hereunder, and VT may use and/or grant to others the right to use the VT Material in connection with other products.

6. QUALITY OF CERTIFIED PRODUCTS.

Winery shall ensure that the Certified Products shall be of high standard and quality, and shall be adequate and suitable for their intended uses.

7. PROTECTION OF RIGHTS.

a. Winery agrees that it will not apply for or seek to obtain trademark, copyright or any other proprietary right in the VT Material, or packaging, labeling, advertising or promotional material therefore, or related thereto. VT makes no warranty with respect to the VT Material.

b. Winery agrees that if Winery receives knowledge of any unauthorized use of the VT Materials, Winery will call such fact to the attention of VT. VT shall then have the exclusive right in its sole discretion to pursue any such unauthorized use, and Winery shall cooperate and assist in any such action. If requested by VT, Winery shall join in or cooperate in any such action as may be instituted by VT; all at VT's expense, including reasonable attorneys' fees. The proceeds recovered in any such action in the form of damages, profits, or other recovery shall belong solely to VT. Winery shall not commence any action of its own to restrain or recover damages for any alleged infringements of the VT Material without first obtaining express written permission to do so from VT.

c. Winery will not attack the title or right of VT in and to the VT Material or any copyright or trademark pertaining thereto, nor will it attack the validity of the rights granted hereunder during the Term hereof or thereafter.

8. INDEMNIFICATION.

a. Winery hereby agrees to defend, indemnify and hold VT and its agents, employees, and representatives harmless from any loss, liability, damage, cost or expense (including reasonable attorneys' fees), arising out of the production, distribution, advertising, promotion, offering for sale, and sale of the Certified Products, including without limitation any claims or suits against any of them by reason of or alleging any unauthorized or infringing use by Winery of any patent, process, method, trade secret, copyright, trademark, or publicity right or other similar property (other than the VT Material covered by this Agreement) or any alleged defects or inherent dangers in said Certified Products or the use thereof. b. VT shall give Winery prompt notice of any claim asserted against VT on the basis of which VT intends to seek defense and/or indemnification from Winery as herein provided (but the obligations of the Winery under this Paragraph shall not be conditioned upon the receipt of such notice). The defense and indemnification provisions of this Paragraph 8 shall not require payment as a condition precedent to recovery.

9. TERM.

The initial term of this Agreement shall be one (1) year, and shall automatically renew for each consecutive year in which Winery is certified following successful completion of an Audit.

10. TERMINATION.

a. VT shall have the right to terminate this Agreement without prejudice to any other rights which it may have, whether under the provisions of this Agreement, in law or in equity or otherwise, upon thirty (30) days prior written notice to Winery.

b. In the event of termination of this Agreement due to Winery's uncured breach, Winery will refrain from further use of the VT Material, and will, within fifteen (15) days of written notice from VT, remove the VT Material from all of Winery's products. Winery agrees that the VT Material possess a special, unique and extraordinary character which makes difficult the assessment of the monetary damage sustained by unauthorized use. Winery recognizes that irreparable injury would be caused by unauthorized use and agrees that injunctive and other equitable relief would be appropriate in the event of a breach of this Agreement, provided, however, that such remedy shall not be exclusive of other legal remedies otherwise available to VT.

c. The obligation to remit any fees or payments to VT, including without limitation any Certification Payment, shall survive termination or expiration of this Agreement.

11. USE OF MATERIAL UPON EXPIRATION OR TERMINATION.

Following expiration or termination of this Agreement, other than termination due to Winery's breach, Winery may continue to distribute and sell Certified Products remaining after such expiration or termination of any applicable Audit period. Following expiration or termination of this Agreement for whatever reason, and the distribution and sale of Certified Products pursuant to this Paragraph, Winery agrees to make no further use of the VT Material whatsoever, either in or on products or in advertising, publicity, promotional or display materials.

12. NOTICES.

All notices which either party hereto is required or may desire to give to the other shall be given by addressing the same to the other at the address provided below, or at such other address as may be designated in writing or by facsimile by any such party in a notice to the other given in the manner 31B31B.

described in this Paragraph. All such notices shall be sufficiently given when the same shall be received by facsimile or after such notice is deposited so addressed, postage prepaid, in the United States mail. The date of actual receipt of such facsimile or mail shall be the date of the giving of such notice.

13. NO PARTNERSHIP OR JOINT VENTURE.

This Agreement does not constitute and shall not be construed as constituting a partnership, joint venture or agency between Winery and VT. Neither party shall have any right to obligate or bind the other party in any manner whatsoever, and nothing herein contained shall give, or is intended to give, any rights of any kind to any third persons.

14. NO ASSIGNMENT.

The rights granted to Winery pursuant to this Agreement are personal to Winery and Winery shall not assign, transfer or sub-license any or all of the rights granted herein to any third party without the written consent of VT. Winery shall not pledge or encumber this Agreement as security or collateral for any obligation of Winery.

15. ENTIRE AGREEMENT; WAIVER, MODIFICATION.

This Agreement represents the entire agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all previous representations, understandings or agreements between the parties hereto. No waiver, modification or cancellation of any term or condition of this Agreement shall be effective unless executed in writing by the party charged therewith. No written waiver shall excuse the performance of any act other than those specifically referred to therein.

16. DISPUTE RESOLUTION.

a. Any dispute or disagreement between the parties hereto seeking to enjoin or restrain Winery's sale or distribution of the Certified Products, or of any other products, services, or merchandising bearing VT Material or any copy or simulation thereof, or other use of the VT Material, may be determined in any forum of VT's choosing, and Winery hereby consents to venue and personal jurisdiction in the Superior Court of San Luis Obispo County, State of California, and the United States District Court for the Central District of California. In any such action, the forum may retain jurisdiction to award damages, profits, attorney's fees or costs, as allowed by law in such matters.

b. Any other dispute or disagreement between the parties hereto arising out of or relating to this Agreement shall be settled by binding arbitration in San Luis Obispo County, California, under the rules of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction. Arbitration shall not preempt the seeking of relief provided by Paragraph 16.a. and if such relief is sought, any court in which such action is commenced, not any arbitration panel, shall determine whether any particular matter is justiciable by the court or only arbitrable.

c. This Agreement shall be construed in accordance with the laws of the State of California, without giving effect to the conflict of laws principles thereof.

17. SEVERABILITY.

If any provision of this Agreement is invalid, illegal or unenforceable, the balance of this Agreement shall remain in full force and effect, and if any provision is inapplicable to any person or circumstances, it shall nevertheless remain applicable to all other persons and circumstances.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, as of the date first written above.

VINEYARD TEAM

[WINERY]

Authorized Signature: _____

Authorized Signature: _____

Print Name: Kris Beal

Print Name: _____

Title: Executive Director

Title: _____

Address: 5915 El Camino Real, Atascadero, CA 93422

Address: _____

Accredited Inspectors

Accreditation

Inspectors are selected and accredited by SIP Certification staff, Certification Advisory Committee, and Technical Advisory Committee. Positions are posted December 1 with interviews conducted in January and notice of accreditation in March. Upon accreditation, new inspectors will receive an orientation, shadow inspection training in the spring, and submit a signed copy of the Sustainability in Practice Approved Inspector Agreement to SIP staff. Inspectors serve “at-will” and can be removed from the accredited list at any time.

Interested applicants may submit a resume and letter of inquiry to:

Vineyard Team
5915 El Camino Real
Atascadero, CA 93422

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SUSTAINABILITY IN PRACTICE ACCREDITED INSPECTOR AGREEMENT

THIS SUSTAINABILITY IN PRACTICE ACCREDITED INSPECTOR AGREEMENT (this "Agreement") is by and between Central Coast Vineyard Team, a California nonprofit mutual benefit corporation ("CCVT") and _____, ("Inspector"), and is effective as of _____, 20_____.

RECITALS: CCVT created and administers the Program, as defined below. Inspector is an independent inspector who has been approved by CCVT to perform third party inspections of vineyards and wineries.

AGREEMENT: For good and valuable consideration, the sufficiency of which is hereby acknowledged, CCVT and Inspector hereby agree as follows:

1. DEFINITIONS.

Terms with initial capital letters used and not defined elsewhere in this Agreement shall have the meanings set forth below, unless the context requires otherwise.

A. "INSPECTED PARTY" shall mean the party seeking certification of compliance with the Program, and that has engaged Inspector in relation to assessing the Inspected Party's compliance with the Program.

B. "CCVT Material" shall mean the processes, inspection, criteria, names, characters, symbols, designs, likenesses, and visual representations provided to Inspector by CCVT for use in inspecting Inspected Parties.

C. "THE PROGRAM" shall mean CCVT's Sustainability in Practice Certification Program.

2. TERMS OF APPROVAL.

In consideration for the approval granted to Inspector under this Agreement, Inspector shall comply with all of the terms of this Agreement, including without limitation, the following:

a. Inspector agrees that it shall not perform an inspection of any party where such inspection may create a financial conflict of interest, and shall not inspect any party that has paid Inspector for any consulting or other work in the 12 months prior to the proposed inspection.

b. Inspector agrees to attend and participate in CCVT's orientation program, and in CCVT's annual update training programs, and to perform all inspections in compliance with the requirements of the Program as set forth in such orientation and annual training programs.

c. Inspector agrees to provide CCVT with written feedback annually by September 1 regarding the inspection process after the completion of the Program related inspections, which will normally occur in June and July of each year.

3. TIMELY COMPLETION OF VINEYARD INSPECTIONS.

Inspector acknowledges and agrees that the timely completion of vineyard inspections and delivery of the results of such inspections is an important component in the success of the Program. Therefore, Inspector shall commence all vineyard inspections on or after June 1st of each applicable year, and will complete all vineyard inspections no later than July 15th of the same year and submit completed inspection report to The Program no later than July 25th of the same year.

b. Inspector shall receive a written warning for failure to submit the completed inspection report by July 25th of the applicable year. A second failure to submit the completed inspection report by July 25th of the applicable year shall lead to removal from CCVT's approved inspector list for one year, and a third failure shall result in permanent removal from the approved inspector list.

c. If the failure is due to events beyond Inspector's control, Inspector may present such facts to CCVT for consideration. CCVT, or the Certification Advisory Committee, may take such facts into consideration and in its/their sole discretion, reduce the suspension or removal from the approved inspector list.

4. USE OF CCVT MATERIAL.

a. Inspector will not harm, misuse or bring into disrepute the CCVT Material, its reputation, or that of CCVT.

b. Inspector will comply with all laws and regulations relating or pertaining to performance of its duties under this Agreement.

c. Inspector will never disclose any Confidential Information about CCVT it acquires from any source during the term of this Agreement, except as is required to perform its duties under this Agreement.

5. CONFIDENTIAL INFORMATION.

"Confidential Information" means nonpublic information that the Inspected Party designates as being confidential or which, under the circumstances surrounding disclosure, the Inspector should know is treated as confidential by the Inspected Party, including the identity of any Inspected party. Confidential

Information includes, without limitation, the Inspected Party's identity, non-public information relating to growing, marketing and promoting any Inspected Party product, Inspected Party's business policies or practices, financial information, technical information, computer systems, infrastructure designs, data, analysis, compilations, studies or other documentation, and information received from others that Inspected Party is obligated to treat as confidential. Confidential Information disclosed to Inspector by any Inspected Party, its employees, related entities and/or agents is covered by this Agreement. Confidential Information shall not include any information that: (i) is or subsequently becomes publicly available without Inspector's breach of any obligation owed to Inspected Party; (ii) became known to Inspector prior to Inspected Party's disclosure of such information to Inspector; (iii) became known to Inspector from a source other than Inspected Party other than by the breach of an obligation of confidentiality owed to Inspected Party; or (iv) is independently developed by Inspector without access to the Inspected Party's information.

6. OBLIGATION OF NON-DISCLOSURE.

Inspector shall not use or disclose any Confidential Information to third parties, except as necessary to provide inspection services to an Inspected Party as part of such party's Program certification process. Inspector shall safeguard the Confidential Information with at least the same level of care as it uses to safeguard its own confidential information. Inspector may disclose Confidential Information only to Inspector's employees, if any, on a need-to-know basis. Inspector will have executed or shall execute appropriate written agreements with such employees sufficient to require them to comply with all the provisions of this Agreement during and after the term of their employment or engagement.

7. TERM.

The initial term of this Agreement shall be one (1) year, and shall automatically renew for each consecutive year in which Inspector is approved pursuant to the Program.

8. TERMINATION OF AGREEMENT.

CCVT shall have the right to terminate this Agreement without cause, without prejudice to any other rights which it may have, whether under the provisions of this Agreement, in law or in equity or otherwise, upon thirty (30) days prior written notice to Inspector. Upon termination of this Agreement, Inspector shall return all CCVT Material to CCVT.

9. NOTICES.

All notices which either party hereto is required or may desire to give to the other shall be given by addressing the same to the other at the address provided below, or at such other address as may be designated in writing or by facsimile by any such party in a notice to the other given in the manner described in this Paragraph. All such notices shall be sufficiently given when the same shall be received by facsimile or after such notice is deposited so addressed, postage prepaid, in the United States mail. The date of actual receipt of such facsimile or mail shall be the date of the giving of such notice.

10. ENTIRE AGREEMENT; WAIVER, MODIFICATION.

a. This Agreement represents the entire agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all previous representations, understandings or agreements between the parties hereto. No waiver, modification or cancellation of any term or condition of this Agreement shall be effective unless executed in writing by the party charged therewith. No written waiver shall excuse the performance of any act other than those specifically referred to therein.

b. If either party employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees. This Agreement shall be construed and controlled by the laws of the State of California and both parties further consent to jurisdiction in San Luis Obispo County, California.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, as of the date first written above.

CENTRAL COAST VINEYARD TEAM

[INSPECTOR]

By: _____

By: _____

Name: Kris Beal

Name: _____

Title: Executive Director

Title: _____

Facsimile: 805.466.6692

Facsimile: _____

Address: 5919 El Camino Real, Atascadero, CA 93422

Address: _____

Accredited Inspector Contacts

The following are approved to conduct vineyard and wine inspections as of March 15, 2012.

Vineyard Inspectors

Adega Consulting
Jeremy Cook
Central Coast
PO Box 781
Avila Beach, CA 93424
North Coast
405 North First Street #312
San Jose, CA 95112

T: (510) 289-7215
jjc2344@gmail.com

Coastal Vineyard Consulting
Kelley Brophy Clark
PO Box 1727
Nipomo, CA 93444
T: (805) 680-6492
F: (805) 929-8301
coastvines@charter.net

FJS Consulting
Chip Sundstrom
2744 Del Rio Place, Suite 200
Davis, CA 95618
C: (530) 304-1158
F: (530) 758-8523
fjsundstrom@sbcglobal.net

Pacific Crop Associates
Mike Wise
1144 Palm Street
San Luis Obispo, CA 93401
T: (559) 930-8677
pacificcrop@gmail.com

Wine Inspectors

Compli, Inc.
Beverage Compliance
PO Box 3617
Paso Robles, Ca 93447
P: 805-239-4502
F: 805-239-0152

July Ackerman
july.ackerman@gmail.com

Jennifer Tourkin
jennifer@upstairsmarketing.com

Organize My Wine
Sheri A. Robesky
359 Alliance Way
San Luis Obispo, CA 93405
T: (805) 550-7507
sherdyn@gmail.com

Pacific Crop Associates
Mike Wise
1144 Palm Street
San Luis Obispo, CA 93401
T: (559) 930-8677
pacificcrop@gmail.com

Product Certification

FJS Consulting
Chip Sundstrom
2744 Del Rio Place, Suite 200
Davis, CA 95618
C: (530) 304-1158
F: (530) 758-8523
fjsundstrom@sbcglobal.net

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Inspector Guidelines and Procedures

Professional Conduct

The inspector's duty is to objectively document and verify what is seen, heard, and stated during the inspection and accurately and completely report the results in the format supplied by the SIP Certification program.

The inspector shall be familiar with all aspects of the program and the principals on which SIP Certification is based. Inspector shall be thoroughly familiar with the SIP Certification Standards, Information Package and all program rules.

Inspector shall only comment on matters directly related to the performance of the site visit and documentation review. They shall not speak on behalf nor represent the SIP Program or its staff in ways other than directly related to performing the review. Inspectors shall refer uncooperative participants to SIP staff.

The inspector shall maintain confidentiality and remain impartial by:

- Adhering to the Sustainability in Practice Approved Inspector Agreement.
- Being prepared and practicing good etiquette.
- Establishing open communication with client/grower.
- Listening carefully to client/grower.
- Making no exceptions.
- Documenting client/grower point of view in comment section when necessary.

Inspection Procedures

Vineyard Overview and Timeframe

The SIP Certification program provides third party verification of the client/grower's sustainable viticulture farming practices. The program document, called the Standards, was developed by growers to address the farm in its entirety and is peer reviewed by over 30 experts every five years. The Information Package details the rules and procedures for SIP Certification.

In general the SIP Certification vineyard inspection schedule is as follows:

Time Frame	Action
Dec. 1 – Nov. 30	SIP Certification annual cycle
April	SIP staff will email list of changes made to previous years materials and Standards required for Cycle 2 & 3 inspections
May	Vineyards select inspector and schedule inspection
May – June	SIP staff conducts inspector training
June 1 – July 15	Inspections are conducted (completed in the online database)
July 25	Submission of inspection report(s) to SIP staff (in the online database)
August	Inspection reports are reviewed for eligibility by Certification Advisory Committee (CAC)
December 15	Vineyards submit 8.1.1 July to November Pesticide Use Reports and Chapter 11 Year End Water and Nitrogen Use Reports to inspector
December 31	Confirmation of December 15 submissions to SIP staff (in the online database)

Inspector Selection and Time Requirement

Each vineyard will select and hire from the list of SIP Accredited Inspectors provided in the Information Package. The vineyard representative will schedule a review to take place within program deadlines of June 1 through July 15. New applicants: Cycle 1 Full Documentation and Onsite inspections will require 8 – 15 hours depending on grower readiness and condition of the documentation. Renewal Cycle 1 Full Documentation and Onsite inspections will require 4 - 6 hours. Cycle 2 and 3 Documentation reviews require 1 – 3 hours, and Documentation and Onsite/Impromptu renewal inspections to require 2 - 4 hours. The grower pays these fees (hourly basis) directly to the inspector (including travel costs, if applicable).

Farming Company with Multiple Vineyards

A single owner managing multiple ranches can combine documentation and inspections for vineyards under one application. Specific vineyard documentation will need to be present for all vineyards but consistent information (e.g. human resources) can be documented once. Inspectors will review the most representative set of documentation and spot check documentation for all the vineyards. Onsite inspections will be conducted at all properties.

Three Year Certification Cycle

Certification runs on a three year cycle with annual inspections. For example, a vineyard is in Cycle 1 when they are first certified in 2008 and are again in Cycle 1 their fourth year of certification in 2011.

Inspectors should familiarize themselves with the procedures, records requirements, and cycles of the vineyard certification process outlined in the Vineyard Certification chapter.

Inspection Report Check List

It is the responsibility of the inspector to:

- Use and complete the SIP Certification online database (app.sipcertified.org) to maintain consistency and ensure that all relevant information is reported (see [SIP Certification Database Inspector User Guide](#)).
 - Cycle 1 Full inspection documentation can be reviewed on or offsite plus onsite inspection.
 - Cycle 2 and 3 Documentation inspection documentation will be reviewed offsite.
 - Cycle 2 and 3 Documentation and Onsite/Impromptu inspection documentation can be reviewed on or offsite plus onsite inspection.
- Provide clear, accurate, thorough, and concise inspection reports - inspection reports are reviewed and verified by the Certification Advisory Committee (CAC).
- Comment on all documentation verification (clearly describe documentation seen to verify Certification Requirements and Management Enhancements).
- Reports must be submitted in the appropriate format to program staff by July 25.

Compliance Verification

It is the responsibility of the inspector to verify the applicant's documentation, responses and property based on the required documentation specified in the Standards.

The inspector will verify:

- Compliance with SIP Certification Standards for the certification year.
- Required inspection records from documentation, conversations, and visual confirmation.
- Visually verify the responses to inspection questions as often as possible (i.e. crop, equipment, water source, pest management, fertilizer applications, storage, supplies, etc.) for cycle 1 Full, and cycle 2 and 3 Documentation and Onsite/Impromptu).

Required Score

The SIP Standards are based on a 1,000 point scale and include both Requirements and Management Enhancements. All documentation for Requirements and Management Enhancements must be present at the time of audit.

Cycle 1

- Vineyards must document meeting ALL Requirements and are awarded 500 points for meeting all the Requirements.
- Vineyards must receive a minimum of 50% of the **applicable** Management Enhancement points (not applicable questions points will be subtracted from the total available points).
- Vineyards must have 75% of the total available points (500 mandatory Requirement points + Management Enhancement points).

Cycle 2 and 3 (Documentation, Documentation and Onsite and Impromptu)

- Vineyards must fulfill and document all Requirements specified by SIP staff.

The inspector should notify SIP staff immediately in writing if an applicant is missing documentation, has not met Requirements, has insufficient points for eligibility, or is in any way out of compliance with the SIP Certification Standards.

Wine Procedures

Overview

The SIP Certification wine audit provides third party verification that the final product is made with at least 85% SIP Certified fruit. The Information Package details the rules and procedures for SIP Certification.

In general the SIP Certification wine audit schedule is as follows:

Time Frame	Action
Ongoing	Inspector conducts documentation inspection of 20% of applied for wines
No later than five business days after audit	Inspector submits reports to staff to be blinded and submitted to Certification Advisory Committee (CAC)

Inspection Process and Eligibility Requirements

It is the responsibility of the inspector to:

- Use and complete the Sustainability in Practice (SIP) Wine Inspection Report to maintain consistency and ensure that all relevant information is reported.
- Randomly select and review 20% of applied for wines and verify hardcopy chain of custody documentation on or offsite.
- Provide clear, accurate, thorough, and concise reports. Inspection reports are reviewed and verified by the CAC.
- Include comment on overall performance and note any special circumstances in the comment box on the Inspection Report signature page.
- Comment on all documentation verification.
- Reports must be submitted in the appropriate format to program staff no later than five business days after completion of inspection.

Inspector Selection and Time Requirement

Each winery will select and hire their inspector from the list of SIP accredited inspectors provided in the Information Package. The winery will schedule an inspection to take place once final blend(s) is(are) made. Inspections require 1 - 3 hours. The winery pays the inspection fees (hourly bases) directly to the inspector (including travel costs, if applicable).

Compliance Verification

It is the responsibility of the inspector to verify the applicant's documentation, responses, and product based on the required documentation specified in the Wine Inspection Report.

Exhibit A – Logo Use

Logo and language must be used in accordance with SIP Vineyard and Wine Certification Agreements.

Images

The following represents likenesses of the seal, logo, and related images and may vary with regards to size and color. Please refer to the digital versions for exact specifications.



Language

When presenting information about certification, the Standards and the program, the following language must be used:

Sustainability in Practice (SIP)TM Certified

SIPTM Certified Sustainable

SIPTM Certified

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Sustainability in Practice (SIP)[™] Amendment to Certification Program Documentation

All applicants seeking to amend documentation previously submitted shall use this form to submit the requested amendment.

Contact/Vineyard/Winery/Producer Information:

Main Contact Name

Vineyard/Winery/Producer Name

Describe the amendment to the certification documents previously submitted (attach sheets as applicable):

Except as specifically amended by this amendment, the documents previously submitted with our application remain accurate and unchanged. INITIAL
I certify that my responses are true and correct and that I am an authorized representative of the above listed company.

Printed Name

Signature

Date