

	Best or standard practice	Minimum requirement	Facility requirements	Workaround	How is it assessed?
A. PLAN CROPS	Host site has an annual crop plan that specifies crop selection, seeding dates, harvest dates, termination dates, etc.	*Could have a plan that does not include seeding dates for farms that buy in seedlings.	None	Not available	Host site will submit a crop plan from prio year or two.
B. FACILITATE SEEDLING PRODUCTION	Host site has a propagation method and space where seeds are started, seedlings are watered and monitored, plants are potted up, IPM practices are maintained, GH monitoring is in place, grafting happens, etc.	Host site starts seeds and maintains a nursery space, but does not always participate in all skills outlined (such as grafting, monitoring, etc.).	Standardized propagation method and space	Host site partners with a collaborator farm that does have a propagation facility & practices to host pre-apprentices for workdays. While these skills are competency-oriented, we recommend a pre-apprentice spend a minimum of 1-2 times @ 2-4 hours each throughout the growing season at a greenhouse site. Partner is encouraged to also use a DVP-developed curriculum module to support teaching/learning for this skill.	Facility tour, or, if workaround - MOU with collaborator farm; identify if and how the farm will be compensated for their time.
C. MANAGE SOIL FERTILITY	Soil tests are conducted annually; fertility records are up-to-date and maintained for all production beds/fields; cover crops are used in all growing fields; written cover crop plan is in place (seeding rate and date, crop mix, termination date/method), including how cover crop plan fits into cash crop plan.	Soil tests are conducted every 2-3 years; some fertility program is in place (cover crops, manure, compost, ammendments, fertilizer, foliar feeding, and/or fertigation) and recorded; cover crops are used on an annual basis in some production or demonstration sites	None	None available to meet minimum requirement; curriculum modules, farm tours, or other RTI may provide additional support (i.e., reading a soil test, evaluating crop needs, developing nutrient management plan, cover crop management plan, etc.)	Host site will submit a soil test; host site will submit a cover crop or fertility plan, or a cover crop or fertility log.
D. PERFORM TILLAGE AND FIELD PREP	Host site employs established method of performing tillage or uses no-till, raised bed, or permanent bed system; field preparation methods and activities are recorded (date, method, field/bed).	Host site employs established method of performing tillage or uses no-till, raised bed, or permanent bed system. Host site is working to establish a record-keeping system.	Production fields/production space	None available to meet minimum requirement; RTI, curriculum modules, and farm visits may be depended on to teach this skill.	Facility tour - host site is asked to describe field or bed preparation method.
E. MANAGE FIELD PRODUCTION	Host site performs all listed practices as part of the annual farm plan; practices are recorded daily in a log indicating field/crop, date, and practice performed; fields are cleaned-up at the end of the growing season.	Host site both direct seeds and transplants crops; records are kept for direct seeding and transplanting. Host site is working to establish a record-keeping system for other crop maintenance activities.	Equipment/tool storage facility or shed	Host site partners with collaborator farm or other DVP site to teach skills as needed.	Crop plan as submitted in area A (indicating tp or ds, and records); MOU wit collaborator farm; identify if and how farm will be compensated for their time.
F. IRRIGATE CROPS	Host site has working irrigation system including identified water source, overhead and drip irrigation, and pressure regulators and filters as needed. Host site has awareness of food safety impacts in water sources and tests water as needed.		Host site has working irrigation system.	Certain skills within this are optional. If a rudimentary irrigation system is in place, we recommend that pre-apprentices gain hands-on experience through a partnership with a collaborator farm that has a functional overhead and drip irrigation system. While skills are competency-oriented, we recommend that a pre-apprentice spend a minimum of 3 hours on irrigation system set-up, maintenance, and/or break-down (winterize). The partner is encouraged to also use a DVP-developed curriculum module to support teaching/learning for this skill. **Note: Pasa recognizes that pre-apprentices may not be present for irrigation set-up and also may not be trusted with irrigation set-up. The goal is a baseline understanding of the whole system and the choices embedded in the system.	Facility tour
G. CONTROL WEEDS	Host site performs weekly or bi-weekly field walks to assess weed pressure; host site is able to identify areas/types of weed pressure and techniques for addressing identified weeds. Host site has a weed management plan in place that includes both preventative weed management strategies and remediative, as needed.	Host site has a weed management plan in place that includes both preventative weed management strategies and remediative, as needed. "Hand weeding" alone is not a comprehensive weed management plan.	Equipment or tools for weed management [cultivation tractor/attachments (2 or 4 wheel) and/or hand tools (wheel hoe, stirrup hoe, hand hoes, colinear hoe) and/or mulch or landscape fabric for all growing spaces]	None	Facility tour - visual check on cultivation tools/equipment and/or description of weed management activities.



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H. CONTROL PESTS AND DISEASES	place, which includes elements of the following: (a) weekly or every-other week field walks, (b) preventative measures to control pests and diseases, (c) spray regimen which may include pesticides and/or biofungicides, (d) a plan of action	Farm manager(s) are aware of best practices in pest and disease management and able to identify how pests and diseases will be monitored and controlled during the growing season. If farm employs a spray regimen, at least one farm manager on site will have a pesticide applicator's license.	Safe storage of pesticides if used, and PPE available for applicators; storage shed for materials as needed.	Host site may partner with a collaborator farm or other DVP site to teach skills through RTI, classroom instruction, online courses, etc.	Facility tour - visual check on pest/disease management tools/equipment and/or description of pest/disease management activities; if a written pest and disease management plan and/or SOPs are in place, this may be submitted.
I. HARVEST	Written/digital harvest plan is created on	Written/digital harvest plan is created on a	Storage area/shed for harvest bins; post-	None available to meet minimum	Facility tour - host site verbally explains
I. HARVEST	weekly basis, identifying crop/variety to be harvested, amount needed (number, size,	weekly basis, identifying crop/variety to be harvested, amount needed (number, size, pound), destination	harvest area includes shaded area and tables/benches; tools (knives, clippers) are maintained for harvest purposes	requirement; RTI, curriculum modules, and farm visits may be depended on to teach certain skills	how harvest is planned and performed.
J. CONDUCT POST-	Food safety plan is in place detailing SOPs	Host site has a clear plan and practices in	Storage area/shed for harvest bins; post-	Pasa recognizes that host sites may	Facility tour - host site verbally explains
HARVEST	and post-harvest tools and equipment, and practices for cleaning/maintaining produce storage area and cooler(s); host site grows one or more crops that require curing	place for post-harvest handling (wash, storage, packaging, record keeping, and distribution); farm manager has taken food safety training (FSMA, etc). Host site is working on developing a written food safety plan.	harvest area includes shaded area and tables/benches; tools (knives, clippers) are maintained for harvest purposes.	distribute produce day-of harvest, and some production farms opt not to wash or store produce; sites may not have capacity to grow crops that require curing due to infrastructure limitations; host sites may partner with a production or partner farm to teach certain skills through RTI or classroom instruction and/or farm tours. ** Pasa will work to create one or more annual regional field days at DVP host sites or other production farms who have retail sales which will be encouraged for preapprentices on a site that does not manage production-based harvest + post-harvest handling. The goal will be framing and educating in other people's spaces - for	how distribution is planned and performed.
K. PRODUCT DISTRIBUTION	See above + host site receives or creates orders for fulfillment.	See above	None	See above. Skills may be taught through RTI/curriculum outside of OJT.	See above
L. CONDUCT	Host site distributes produce through one	Host site distributes produce through one	On-site distribution (CSA, Pantry, farm	Host sites are not required to sell products;	Host site verbally articulates how product
MARKETING ACTIVITIES	or more marketing channels (retail or wholesale) where customers pay for produce or other farm products. Host site accepts 2 or more forms of payment; host site tracks sales for each marketing channel.	or more distribution channels where customers may or may not pay for produce; distribution is tracked and recorded. Noting that it is imperative for DVP participants to be exposed to the business of farming and understand the challenges it presents at a summary level. Not understanding the business management of running a farm is one of the most common reasons new farmers leave the field; thus, DVP has some obligation to expose pre-apprentices to this, at least through a partnership.	stand), off-site market (pantry, farmer's market, local store, etc.), wholesale channel, etc.	some skills may be taught through RTI/classroom instruction, online courses, etc. If pre-apprentices do not participate in any direct sales, Pasa recommends participation through in-person opportunities at Farmer's Markets - including ways of fostering active engagement and participation (i.e., worksheet to complete and post-market team/mentor debrief). Pre-apprentices are recommended to attend a Farmer's Market, CSA distribution, or other direct-to-consumer retail sale opportunity 2x/season (i.e., Spring/Summer or Summer/Fall, etc.)	is distributed and how skills will be met.



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M. MAINTAIN EQUIPMENT, MACHINERY, AND INFRASTRUCTURE	SOPs are in place for tool and equipment cleaning, storage, and maintenance. Basic hand tools and tool storage are onsite; equipment is maintained in-house or through external support. Pre-apprentices watch or participate in practices to maintain small machines (i.e., oil change on a lawn mower, sharpening a lawn mower blade) to gain a basic understanding.	Basic hand tools and tool storage are onsite, and are kept clean and organized; equipment is maintained in-house or through external support.	pruners, etc.; weedwhacker, scythe, or mower	None to meet the minimum. This is an area for building collaborative RTI - talk about equipment used at various farms and scales; are hand tools enough to show relevant technology? Possibly to develop video tours of other farms' tool sheds to identify what equipment management goes into diversified vegetable production. Farm at various scales (4-wheel tractor, 2-wheel tractor, hand-scale, draft power), discuss tillage,	Facility tour and visual check of tools
N. PERFORM ADMINISTRATION - PLANNING / FINANCIALS	Host site has a written annual budget, which includes revenue from multiple sources/enterprises. If host site is part of a larger non-profit, budget should ideally be specific to the production portion of the site. Host site has written mission statement or whole-farm goals. Host site uses financial management software to track specific farm enterprises. Host site reviews and tracks whole-farm profitability at the end of each growing season. Employees use timesheet or other method of tracking hours worked.	Host site has a written annual budget and written mission statement or farm goals. Host site reviews and tracks whole-farm profitability at the end of each growing season. If no farm employees (i.e., volunteers only), timesheets can be taught through RTI/classroom instruction.		For farms who do not sell produce or other farm products, host site will meaningfully partner with a production/partner farm and/or prepare curriculum using a sample/demonstration farm to teach all skills under N. Planning and Financials.	Submit budget from prior year OR MOU with collaborator farm; identify if and how farm will be compensated for their time.
N. PERFORM ADMINISTRATION - COMPLIANCE / RISK MANAGEMENT N. PERFORM ADMINISTRATION - EMPLOYMENT	(Note: skills are optional in this section) Host site is aware of regulations impacting their business or organization (insurance, liability, local ordinances, safety, farmer's market regulations, regulations related to selling prepared foods/kitchen certification, pesticide applicators license, etc.); host site has an understanding of, or participates in, one or more certifications impacting farms.	None (skills are optional)	None - based on individual sites	Skills are optional	N/A
O. MANAGE PERSONNEL - LABOR NEEDS O. MANAGE PERSONNEL - EMPLOYEE TRAINING	Host site has an employee handbook and SOPs in place for the majority of farm tasks. Host site offers basic job training at beginning of season (safety, weather protection, hydration, packing lunch, drugs/alcohol in the workplace, first aid, emergency policies, allergies, expectations, etc.); host site has a plan in-place for giving/ receiving employee feedback; host site has a plan in-place for workflow/assigning tasks/communication between employees; host site performs weekly or bi-weekly field walks, which incorporate pre-apprentices.	protection, hydration, packing lunch, drugs/alcohol in the workplace, first aid, emergency policies, allergies, expectations, etc.); host site has a plan in-place for	breaks/meals/meetings; access to clean drinking water	None. While Pasa requires all host sites to have best practices in place for managing personnel (including volunteers) and employee training for the health and wellbeing of pre-apprentices, host sites may teach skills both through example and through RTI classroom learning. Curriculum should be used to explore and discuss best practices related to all skills in O.	Facility tour of facility requirements; host site submits digital copy of employee handbook and orientation plan/ schedule; host site verbally explains plan for providing employee feedback.