

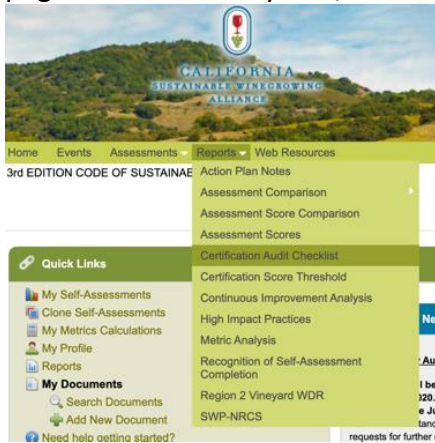


## California Sustainable Winegrowing Certification Process

*How to certify and stay certified*

### First Year Certification Steps

1. Complete the application form:  
[www.sustainablewinegrowing.org/amass/library/29/docs/CCSW%20Application\\_2020.pdf](http://www.sustainablewinegrowing.org/amass/library/29/docs/CCSW%20Application_2020.pdf)
2. Make sure the company and vineyard names are exactly how you would like them shown on your certificate and that the acreage is correct.
3. Submit your completed application form to [certification@sustainablewinegrowing.org](mailto:certification@sustainablewinegrowing.org).
4. You will receive a login and password shortly after submitting your application from [certification@sustainablewinegrowing.org](mailto:certification@sustainablewinegrowing.org).
5. Now, you can login here and get to work! <https://swp.sustainablewinegrowing.org/>
6. Once you are logged in – click the *Assessments* tab on the top left of the page. Once you have clicked the *Assessments* tab, you will see all the vineyard(s) under your account. Click on the vineyard(s) you would like to start with and complete the assessment for each chapter. You will see a *green* checkmark for each chapter which is complete and a red (X) for ones still in process.
7. If you have multiple vineyards under your management, you can place your mouse over the *Assessments* tab and scroll down to *Clone Assessments*. This will enable you to clone your scores over from your completed assessment, instead of having to start from scratch for each vineyard.
8. If you have completed your entire assessment, you're almost done! Go to the home page and click on *Reports*, then *Certification Audit Checklist* (see photo below).



9. The *Certification Audit Checklist* will download an excel to your computer. The checklist will enable you to see if you have made the *prerequisites* for *Year 1 and/or Year 2 Requirements*.
  - If you didn't meet all *prerequisites* for *Year 1 or Year 2*, you will need to create *Action Plans* in order to go through the certification process.
  - If you did meet all *prerequisites* for Year 1 and Year 2, you still need to create an *Action Plan* to improve for the following year. One *Action Plan* is required for



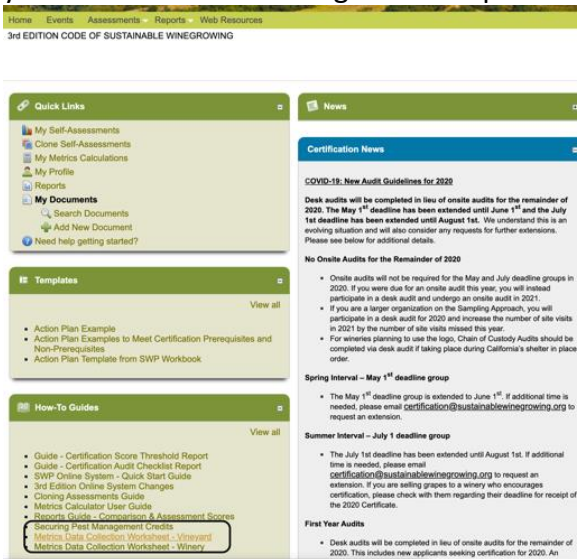
each vineyard site – you can use the same *Action Plan* across all sites if it is applicable.

10. How to create *Action Plans* for the coming year.

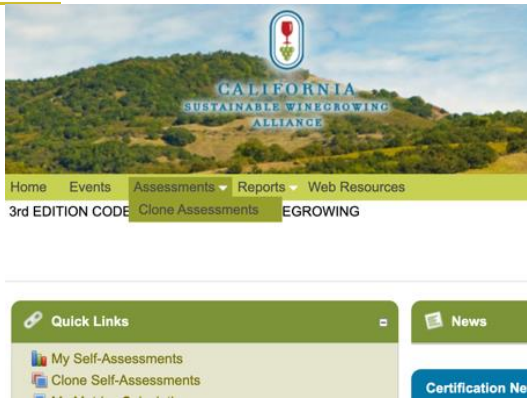
- Choose a Workbook Chapter and/or a criteria number you would like to improve upon and document what plan you will take to improve.
- You don't have to improve an actual assessment score – you can focus on something in the vineyard that doesn't have a specific assessment score but increases overall sustainability.
- *Action Plan* example: *The vineyard owner plans to clear brush and trees around the vineyard for fire mitigation. The owner will clear oak trees throughout the riparian corridor and bring in goats to eat the blackberry bushes along the creek during the winter months. Photos will be taken before and after and provided to the auditor for proof.*

Useful Tips for Year 2 Certification and Beyond

1. Ensure no *Red List* materials were used and complete the *CSWA Use Form* for any *Yellow List* materials. This list can be updated annually so make sure you have the most current version. Make sure PUR reports are available for your audit.  
<https://swp.sustainablewinegrowing.org/storage/SampleDocument/Yellow-List-Use-Form-2019.pdf>
2. *Metrics Tracking* for Water, Nitrogen and Energy (electricity, propane, diesel, etc.) is required for Year 2 and beyond. Growers can track metrics through handwritten estimates or through downloading the template under the “How To Guides” located at your home screen or using an excel spreadsheet.



3. *Action Plans* need to be created for every vineyard(s) listed under your account. Action plans can be assessment criteria specific or a general improvement for the vineyard(s).
4. Scores can be *Cloned* from previous years. The Clone Assessment button allows you to copy last year score over to this year. (see photo below).



5. Record visual observations of weeds, pests, and vertebrates. Some use their PCA's to track this for them and have them send the emails to note this during their site visits, others take field notes throughout year and some use text messages or photos on their phones. You need something to show your auditor you are doing this.
6. *Action Plan* ideas:
  - a. Fire mitigation
  - b. Adding some no till rows or changing to no till
  - c. Pesticide/herbicide use reduction
  - d. Bee friendly cover crop
  - e. Erosion control
  - f. Distribution uniformity for irrigation systems
  - g. Water testing for wells
  - h. Water budget
  - i. Minimizing risks from insecticides and miticides
  - j. Vineyard monitoring for disease
  - k. Vertebrate pest management
  - l. Spray coverage
  - m. Spray buffer zone
  - n. Sensitive species
  - o. Adding owl boxes or raptor perches
  - p. Safety training for employees
  - q. Human Resource improvements
  - r. Neighbor and community relations

### Helpful Resources

1. **How to conduct uniformity testing**  
<https://www.sustainablewinegrowing.org/amass/library/21/docs/How%20to%20Conduct%20an%20Irrigation%20Uniformity%20Test.pdf>
2. **How to document Action Plans**  
[https://www.sustainablewinegrowing.org/amass/library/22/docs/Action\\_Plan\\_Template\\_from\\_SWP\\_Workbook\\_Dec2017.pdf](https://www.sustainablewinegrowing.org/amass/library/22/docs/Action_Plan_Template_from_SWP_Workbook_Dec2017.pdf)



3. **DIY vineyard energy audit**  
<https://www.sustainablewinegrowing.org/amass/library/27/docs/Vineyard%20DIY%20Energy%20Audit%20Final%20June%202017.pdf>
4. **Assessment 2-2 Vineyard Compliance**  
<https://www.sustainablewinegrowing.org/amass/library/7/docs/Vineyard%20Environmental%20Permits%20List%20&%20Questionnaire%20-%20Final.pdf>
5. **Metrics Calculator User Guide**  
<https://swp.sustainablewinegrowing.org/storage/SampleDocument/SWP%20Metrics%20Calculator%20&%20DNDC%20User%20Guide.pdf>