



Fair Trade USA Compliance Criteria for the Trade Standard 1.1.0

FTUSA_STD_TradeCC_EN_1.1.0

May 17, 2017

Standard Reference No.	Compliance No.	Compliance Criteria	Major
ED	Economic Development		
PR	Fair Trade Price Requirements		
ED-PR 1	ED-PR 1.1	<i>Applicable to Fair Trade Payers:</i> Where the Fair Trade Minimum Price exists, and is higher than the relevant market price, the Fair Trade Payer has paid the producer the Fair Trade Minimum Price.	M
	ED-PR 1.2	<i>Applicable to Fair Trade Payers:</i> Where there is no Fair Trade Minimum Price, or the relevant market price is higher than the Fair Trade Minimum Price, the Fair Trade Payer has paid the producer the relevant market price.	M
	ED-PR 1.3	<i>Applicable to Fair Trade Payers:</i> All contracts enacted after new pricing is released reflect the new pricing after the effective date. However, existing contracts are honored at the price originally agreed upon. In the case of price-to-be-fixed contracts, the Fair Trade Minimum Price of the day that the contract was signed applies.	
ED-PR 2	ED-PR 2.1	<i>Applicable to Fair Trade Payers:</i> The Fair Trade Payer has paid the appropriate Fair Trade Minimum Price or relevant market price, whichever is higher, based on the Incoterm level for which the Fair Trade Price has been set.	M
	ED-PR 2.2	<i>Applicable to Fair Trade Payers:</i> If the Fair Trade Payer is trading at an Incoterm level for which the Fair Trade Minimum Price has not been set, or deviations from the Incoterm level are agreed upon, the Fair Trade Payer has adapted the Fair Trade Price accordingly: <ul style="list-style-type: none"> • The Fair Trade Payer pays the Fair Trade Price plus any additional costs the seller incurred for activities outside the scope of the Fair Trade Minimum Price (e.g. transport to the harbor, processing costs). • The Fair Trade Payer may deduct costs that the buyer incurred for an activity that is included within the scope of the Fair Trade Minimum Price. 	M
	ED-PR 2.3	<i>Applicable to Fair Trade Conveyors:</i> Fair Trade Conveyors that sell products that have a Fair Trade Minimum price set at the FOB level must determine the price paid to the Fair Trade Producer in one of two ways: <ul style="list-style-type: none"> -The Fair Trade Producer is paid the FOB price received by the Fair Trade Conveyor from the Fair Trade Payer, less agreed deductions -The Fair Trade Producer is paid the FOB market price that was in place when the Fair Trade Producer fixed the price with the Fair Trade Conveyor, less agreed deductions 	M
	ED-PR 2.4	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> For purchases and sales of transformed Fair Trade product, the Fair Trade Price is calculated based on the amount of unprocessed Fair Trade product. Invoices include information regarding the processing yield.	
ED-PR 3	ED-PR 3.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> The producer and the buyer agree on a transparent and traceable form of payment (i.e. bank transfer, letter of credit).	

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FTP	Fair Trade Premium Requirements		
ED-FTP 1	ED-FTP 1.1	<i>Applicable to Fair Trade Payers:</i> The Fair Trade Payer pays the correct amount of Fair Trade Premium, as stipulated in the Fair Trade USA price and premium list.	M
	ED-FTP 1.2	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> The Fair Trade Payer pays/ The Fair Trade Conveyor conveys the premium to the correct Fair Trade Committee bank account(s).	
	ED-FTP 1.3	<i>Applicable to Fair Trade Conveyors:</i> For each transaction, Fair Trade Conveyors inform Fair Trade Payers in writing of the premium amount owed to the producer. If applicable, this is comprised of the respective premium calculations (e.g. conversion rates and processing losses).	
	ED-FTP 1.4	<i>Applicable to Fair Trade Conveyors:</i> The company ensures that no deductions are made to Premium payments to the producer(s).	M
	ED-FTP 1.5	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> The company ensures that the producer(s) receive(s) the Fair Trade Premium in the correct currency set, unless otherwise agreed in the contract.	
	ED-FTP 1.6	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> In exceptional situations, Premium payment may also be made to a Premium trust fund, Premium channel or another third party, with the written permission of the producer.	
ED-FTP 2	ED-FTP 2.1	<p><i>Applicable to Fair Trade Payers:</i> Fair Trade Payers ensure that payments of Fair Trade Price and/or Premium are made as soon as possible but no later than the product-specific timelines below. These timelines do not apply to Fair Trade Payers that receive frequent shipments of Fair Trade product.</p> <ul style="list-style-type: none"> • Cocoa, Coffee, Nuts, Oils and Oilseeds, Flowers and Plants: 15 days after the receipt of the documents transferring ownership • Tea, Herbs & Spices, Sugar, Honey, Quinoa, and Sportsballs: 30 days after the receipt of the documents transferring ownership • Bananas, for payers when acting as a Price payer at farm-gate or ex-works level: 15 days after delivery of the product • Produce: 10 days after the date of acceptance of the product (the product is considered as accepted if no quality claim is made within 24 hours of notice or arrival) or as defined as “full payment promptly” under PACA law; unless otherwise agreed in the Fair Trade contract and in compliance with PACA law (no later than 30 days after the date of acceptance of the product for produce or product purchased at the FOB level) • All other products: 30 days after the date of invoice 	
	ED-FTP 2.2	<i>Applicable to Fair Trade Payers that receive frequent shipments of Fair Trade product:</i> The Fair Trade Payer has communicated to the Fair Trade Committee(s) the amount of premium payment due at the end of each month.	
	ED-FTP 2.3	<i>Applicable to Fair Trade Payers that receive frequent shipments of Fair Trade product:</i> The Fair Trade Payer has transferred the Fair Trade Premium within 30 days of the communication, unless the Fair Trade Payer and the Fair Trade Committee have agreed to transfer payment on a schedule different than that previously stated and have sent signed documentation of this agreement to Fair Trade USA. Premium payments are made at least quarterly.	

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ST	Sustaining Trade		
ED-ST 1	ED-ST 1.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> If the company purchases both certified and non-certified products from the same supplier, the Fair Trade Payer may not require that non-certified transactions are at disadvantageous terms to the producer as a condition for certified purchases.	M
ED-ST 2	ED-ST 2.1	<i>Applicable To Fair Trade Conveyors:</i> At the end of each trading season (at least annually), the Fair Trade Conveyor provides a report to Fair Trade producers that details volumes sold as Fair Trade Certified and Fair Trade Price received at the FOB level, including information on differentials if applicable and exchange rates. The amount of Fair Trade Premium received and conveyed, as well as the respective Premium calculations (e.g. conversion rates and processing losses), is included.	
PF	Pre-Finance		
ED-PF 1	ED-PF 1.1	<i>Applicable to Fair Trade Payers:</i> Upon request from a producer, the Fair Trade Payer has either provided direct pre-finance against a specific Fair Trade contract or supported the producer with securing pre-financing from a third-party lender against that contract. The request has been denied only when the Fair Trade Payer was able to demonstrate through a third party assessment that lending to the producer presents a high level of risk of non-repayment or non-delivery.	M
ED-PF 2	ED-PF 2.1	<i>Applicable to Fair Trade Payers giving support to producers to secure pre-finance through a third-party lender:</i> If the Fair Trade Payer supports the producer with securing pre-financing through a third-party lender, and the Fair Trade Payer has successfully sourced from the producer in the past, the Fair Trade Payer serves as a credit reference and recommends the producer to third-party lenders as a candidate for loans.	
	ED-PF 2.2	<i>Applicable to Fair Trade Payers giving support to producers to secure pre-finance through a third-party lender:</i> If the Fair Trade Payer supports the producer with securing pre-financing through a third-party lender, the Fair Trade Payer confirms to third-party lenders that the Fair Trade contract is valid and can be used as collateral for pre-financing loans to the producer.	
	ED-PF 2.3	<i>Applicable to Fair Trade Payers giving support to producers to secure pre-finance through a third-party lender:</i> If the Fair Trade Payer supports the producer with securing pre-financing through a third-party lender, the Fair Trade Payer is willing to funnel payments on Fair Trade contracts through third-party lenders.	
ED-PF 3	ED-PF 3.1	<i>Applicable to Fair Trade Payers that provide direct pre-finance against a Fair Trade contract:</i> The producer defines the minimum percentage of pre-financing of the contract value and may request pre-finance for up to 60% of the contract value.	
	ED-PF 3.2	<i>Applicable to Fair Trade Payers that provide direct pre-finance against a Fair Trade contract and have taken responsibility for interest charges via loans for the producer:</i> The interest charges to the producer do not exceed the Fair Trade Payer's current cost of borrowing (including administrative costs).	
	ED-PF 3.3	<i>Applicable to Fair Trade Payers that provide direct pre-finance against a Fair Trade contract:</i> Where a producer is not itself exporting, the producer and exporter agree upon the handling of the pre-financing money and the fulfillment of the contract. Where several shipments are planned, the spread of the pre-finance is fixed in the contracts.	
	ED-PF 3.4	<i>Applicable to Fair Trade Payers that provide direct pre-finance against a Fair Trade contract:</i> Pre-financing is made effectively available for use and is delivered to the producer no later than: <ul style="list-style-type: none"> • (for coffee) eight weeks prior to the shipment of the product • (for all other products) six weeks prior to the shipment of the product 	
ED-PF 4	ED-PF 4.1	<i>Applicable to Fair Trade Payers that provide direct pre-finance against a Fair Trade contract:</i> The Fair Trade Payer has documented the provision of pre-finance either in the Fair Trade contract or as a separate credit agreement.	
	ED-PF 4.2	<i>Applicable to Fair Trade Payers that provide direct pre-finance against a Fair Trade contract:</i> The pre-financing agreement includes: pre-finance amounts, start dates, date of repayment, consignment contract details, rates of interest and options for collection of payments from the contract payment.	

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TR	Trade		
BR	Basic Requirements		
TR-BR 1	TR-BR 1.1	The company has signed a certification and licensing agreement with Fair Trade USA or a Fair Trade USA-approved certifier.	
	TR-BR 1.2	During announced and unannounced Fair Trade audits the company ensures that access is allowed to all sites (including subcontracted facilities), and provides all information needed to demonstrate compliance with Fair Trade Standards.	M
	TR-BR 1.3	The company submits timely and accurate reports to Fair Trade USA on its Fair Trade transactions according to the frequency determined by Fair Trade USA (quarterly, bi-annually or monthly).	
	TR-BR 1.4	The company has appointed a contact person for all certification matters. This person keeps the certifier updated with any information relevant to certification.	
	TR-BR 1.5	The company has informed Fair Trade USA of all locations where Fair Trade products are handled (i.e. stored, processed and packaged).	
	TR-BR 1.6	All locations that handle Fair Trade products have agreed to ensure compliance with Fair Trade Standards and facilitate Fair Trade audits. This is documented.	
PS	Product Sourcing		
TR-PS 1	TR-PS 1.1	<i>Applicable to traders that purchase from groups:</i> The company purchases Fair Trade Certified products from the Certificate Holder and not the individuals or organizations that are under the scope of the certificate.	
TR-PS 2	TR-PS 2.1	The company sources Fair Trade Certified products from organizations that are certified through Fair Trade USA or approved certifiers.	M
PT	Physical Product Traceability		
TR-PT 1	TR-PT 1.1	<i>Voluntary for traders of cocoa, tea, sugar, fruit juice:</i> The company has documented physical traceability procedures for Fair Trade Certified products.	
	TR-PT 1.2	<i>Voluntary for traders of cocoa, tea, sugar, fruit juice and only applies if the company sells a single-ingredient product:</i> Unfinished Fair Trade products are not commingled with non-Fair Trade products. Unfinished Fair Trade products are separated from non-Fair Trade Certified products throughout transport, processing/manufacture, and storage (i.e. in separate bags/cartons in transport; separate processing runs; separate lots in storage).	M
	TR-PT 1.3	<i>Voluntary for traders of cocoa, tea, sugar, fruit juice and only applies if the company sells a multiple-ingredient product:</i> Unfinished Fair Trade ingredients are not mixed with non-Fair Trade ingredients of the same type and quality. Unfinished Fair Trade ingredients are separated from non-Fair Trade Certified products of the same type and quality throughout transport, processing/manufacturing, and storage (i.e. in separate bags/cartons in transport; separate processing runs; separate lots in storage).	
TR-PT 2	TR-PT 2.1	<i>Voluntary for traders of cocoa, tea, sugar, fruit juice:</i> Fair Trade products are marked clearly and can be identified as Fair Trade Certified at all stages (e.g. storage, transport, processing, packaging, labeling, handling and sale).	
TR-PT 3	TR-PT 3.1	<i>Applicable to traders that purchase cocoa, sugar, tea or fruit juice from suppliers that voluntarily certify against the physical traceability requirements:</i> Where Fair Trade cocoa, sugar, tea or fruit juice is sourced from a Fair Trade supplier that voluntarily certifies against the physical traceability requirements, the products are identified as physically traceable Fair Trade products in the purchase documents.	

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TR-PT 4	TR-PT 4.1	<i>Applicable to traders of cocoa, sugar, tea and fruit juice that do not choose to comply with physical traceability requirements:</i> Processors of cocoa, sugar, juice or tea that do not voluntarily comply with physical traceability requirements ensure that volumes sold as Fair Trade are equivalent to the volumes bought as Fair Trade (taking into account processing yields and losses).	M
	TR-PT 4.2	<i>Applicable to traders of cocoa, sugar, tea and fruit juice that do not choose to comply with physical traceability requirements:</i> Processors of cocoa, sugar, juice or tea that do not voluntarily comply with physical traceability requirements ensure that product sold as Fair Trade Certified is of the same type and quality as the input used to process the Fair Trade Certified product.	
TR-PT 5	TR-PT 5.1	<i>Applicable to traders of tea and fruit juice that do not choose to comply with physical traceability requirements:</i> Processors of tea and fruit juice that do not voluntarily comply with physical traceability requirements ensure that the Fair Trade product and the conventional product are processed in the same site.	
TD	Traceability Through Documentation		
TR-TD 1	TR-TD 1.1	All Fair Trade Certified products are identified as such (i.e. reference to Fair Trade USA, Fair Trade ID, FT, FTC, FTO) in all purchase and sales documentation (e.g. invoices, delivery notes and purchase orders).	
	TR-TD 1.2	All purchase and sales documentation (e.g. invoices, contracts, bill of lading, delivery notes and purchase orders) related to the Fair Trade product, state the Fair Trade ID of the seller and in cases of non-consumer ready products the Fair Trade ID of the Fair Trade Payer, and display which products are Fair Trade Certified and the applicable dates of transaction.	
	TR-TD 1.3	All purchase and sales documentation indicates the quantities and the product characteristics of the Fair Trade Certified product when bought and sold.	
	TR-TD 1.4	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> Where applicable, the purchase and sales documentation indicates payments of Fair Trade Price and Premium.	
	TR-TD 1.5	<i>Applicable to Fair Trade Conveyors:</i> When mixing and selling product from more than one entity, Fair Trade Conveyors clearly indicate in written format to the Fair Trade Payer the percentage composition of the product from each entity.	
	TR-TD 1.6	When a product purchased as Fair Trade Certified is sold as non-Fair Trade Certified, the sales documentation clearly indicates that the product is no longer a Fair Trade Certified product, because it is not sold under Fair Trade terms. In this case, the product can be sold to non-certified companies. The company does not imply, directly or indirectly, that an ordinary sale is in any way associated with the sale of Fair Trade Certified products.	
TR-TD 2	TR-TD 2.1	It is possible to trace a sale back to purchase based on company documentation.	
TR-TD 3	TR-TD 3.1	<i>Applicable to Fair Trade Conveyors that trade sugar:</i> In countries where document traceability is not organized through government regulations, and multiple producers sell Fair Trade cane to one mill/exporter, the mill/exporter keeps delivery notes/tickets with the name of the individual cane producer, the Certificate Holder of the individual cane producer, the volume, and the date of the delivery. The mill/exporter seeks confirmation of the volume of cane supplied by each producer (i.e. through the Certificate Holder).	
CT	Contracts		
TR-CT 1	TR-CT 1.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors, not applicable to traders of flowers and plants:</i> Fair Trade Payers and Fair Trade Conveyors have signed contracts with producers that indicate the date of the contract, agreed volumes, quality, Fair Trade Premium (including organic premium/differential and processing conversion rates if applicable), payment terms, Fair Trade Price (or when and how the Fair Trade Price will be fixed), the party responsible for paying the Fair Trade Price and Premium to the producer, delivery conditions (using Incoterms) and an arbitration mechanism.	M

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TR-CT 1	TR-CT 1.2	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors, not applicable to traders of flowers and plants:</i> All elements of the Fair Trade transactions fixed in the contract are honored unless both parties agree to a change in writing.	M
	TR-CT 1.3	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors, not applicable to traders of flowers and plants:</i> Exclusivity clauses are not included in Fair Trade contracts, unless the terms are beneficial to, and freely agreed to, by the producer.	
	TR-CT 1.4	<i>Applicable to Fair Trade Conveyors, not applicable to traders of flowers and plants:</i> Contracts between Fair Trade Conveyors and producers include a detailed breakdown of the conveyor's deductions from the Fair Trade Price, such as administration and export fees.	
	TR-CT 1.5	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of produce:</i> Contracts between producers and buyers include the following details in addition to the bullet points listed under TR-CT 1.1: <ul style="list-style-type: none"> • The duration of the contract. • Product descriptions, including size or variety specifications and quality or grade tolerances. • Description of how the system of purchase orders will function (e.g. when and how weekly orders are confirmed). • If purchase orders are used to amend the contract (i.e. updated requirements on size or variety specifications and quality or grade tolerances), this should be clarified in the contract. • Description of the liability of each party, and the quality check inspection and claim procedure. • Definition of, or reference to, "Force Majeure". • If applicable: descriptions of pre-finance mechanisms and agreements. • If applicable: reference to additional or special packing material(s) and services, and related costs not included in Fair Trade Minimum Price (e.g. for "clusterbags" or "parafilm"). • Rules for Dead Freight. • Name of the party responsible for product labeling. • Specify indemnity, obligations, limitations of liability, and termination rights of each party. Termination rights are limited to those specified in the purchase contract but may not include termination for convenience, for cost reasons, or termination without the relevant Party's breach. Contract specifies the governing law and jurisdiction in which disputes will be resolved. • Define which party will bear losses that result from unforeseen delays due to government inspection, shipping schedules or other 	
TR-CT 2	TR-CT 2.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of flowers and plants:</i> Fair Trade Payers provide letters of intent to producers that clearly state quality, price, payment terms, delivery conditions, and estimated volumes.	
	TR-CT 2.2	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of flowers and plants:</i> Fair Trade Payers provide letters of intent to producers that cover a period of six months or more, and renew letters of intent at least three months before they expire.	
	TR-CT 2.3	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of flowers and plants:</i> Fair Trade Payers confirm final purchase orders in writing.	
TR-CT 3	TR-CT 3.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of flowers and plants:</i> Fair Trade Payers ensure that at least 50% (first year of trade relationship) or 75% (subsequent years) of the volumes indicated in the letter of intent are purchased as Fair Trade Certified.	
	TR-CT 3.2	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of flowers and plants:</i> In the event that the Fair Trade Payer purchases less than the volumes indicated in TR-CT 3.1, and where this is due to non-fulfillment of orders by the payer's clients, the payer informs the certification body of this in writing, providing evidence.	
TR-CT 4	TR-CT 4.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors:</i> The company ensures that all quality claim procedures are agreed by both parties in writing and all quality claims are documented according to the current commercial practices.	
	TR-CT 4.2	<i>Applicable to Fair Trade Payers of produce:</i> Quality Claims, such as the rejection of product or a breach of warranty, meet the requirements of PACA law.	

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TR-CT 4	TR-CT 4.3	<i>Applicable to Fair Trade Conveyors of honey:</i> Prior to shipment, an independent agent ensures quality control of the honey and quality classification unless otherwise agreed between seller and Fair Trade Payer. Only new, export quality barrels are used for bulk shipments.	
TR-CT 5	TR-CT 5.1	<i>Applicable to Fair Trade Payers:</i> The price may be fixed, by mutual agreement, for any future delivery date. If the price is not fixed in the contract, both parties have mutually agreed when and how the price will be fixed.	
TR-CT 6	TR-CT 6.1	<i>Applicable to Fair Trade Payers:</i> The buyer ensures that where it has requested an extension of the shipping schedule beyond the timing of normal commercial practices, the costs of storage, interest, and insurance are paid for by the buyer and detailed in the contract (not applicable in countries where specific export regulations prevent compliance with this criteria).	
TR-CT 7	TR-CT 7.1	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of coffee:</i> In the case of "Price to be fixed" contracts, the price fixation is done at the seller's (producer's) call.	
	TR-CT 7.2	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of coffee:</i> In the case of "Price to be fixed" contracts, the price fixation is documented.	
	TR-CT 7.3	<i>Applicable to Fair Trade Payers of coffee:</i> The Fair Trade Payer has used an outright priced contract ("Spot Contract") only under the following circumstances: <ul style="list-style-type: none"> • buying through auction systems that would invalidate a "price to be fixed" contract OR • at the time of signing the contract the producer has Fair Trade coffee in stock OR • the organization and the producer have jointly agreed in writing to have such a contract and also commonly agreed upon a risk management strategy. 	
	TR-CT 7.4	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of coffee:</i> The use of a broker (if necessary) has been made explicit in the contract between the seller and the buyer.	
	TR-CT 7.5	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of coffee:</i> The company requiring the services of the broker mentioned in the contract is responsible for paying for the broker's commission.	
	TR-CT 7.6	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of coffee:</i> The company has ensured that the broker's commission has not been deducted from the Fair Trade Price.	
	TR-CT 7.7	<i>Applicable to Fair Trade Payers and Fair Trade Conveyors of coffee and cocoa:</i> The buyer and seller contractually agree on the reference market price used ('LIFFE' or 'ICE').	
TR-CT 8	TR-CT 8.1	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> At the beginning of each year, the Fair Trade Payer notifies the certifier of its intent to utilize the retro-certification.	M
	TR-CT 8.2	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> The Fair Trade Payer has kept records of volumes purchased from each of the Fair Trade Certified Producers that are eligible for retro-certification.	M
	TR-CT 8.3	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> The Fair Trade Payer has documented all retro-certified camellia sinensis/ sugar purchases.	M
	TR-CT 8.4	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> Each quarter, the Fair Trade Payer communicates all retro-certified tea/sugar purchases to producer groups or Fair Trade Conveyors as well as Fair Trade USA. This communication includes: <ul style="list-style-type: none"> • Information regarding the retro-certified product: volumes, product name, quality/characteristics, lot number, date of original purchase of the retro-certified product. • Information regarding the difference between the Fair Trade Price and the purchase price (including information about price calculation) and the amount of Fair Trade Adjustment that will be paid. • Information on the Fair Trade Premium calculation and premium amount. 	M

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TR-CT 8	TR-CT 8.5	<i>Applicable only to Fair Trade Payers of sugar and tea that use systemic retro-certification:</i> The Fair Trade Payer has transferred payment for the Fair Trade Premium and Fair Trade Adjustment to the producer (or the conveyor) within 30 days once the quarterly retro-certification communication has been sent to the Fair Trade Payer. This only applies if the premium amount was USD 500 or more and the producer has not requested a different payment schedule. <ul style="list-style-type: none"> • The Fair Trade Payer may decide to not transfer payment and wait until a greater amount has accumulated. • The Fair Trade Payer and the producer may agree to transfer payment on a schedule different than that previously stated, but signed documentation of this agreement must be sent to Fair Trade USA . • Payments are made at least annually. 	
	TR-CT 8.6	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> The Fair Trade Payer has transferred payment for the Fair Trade Premium and Fair Trade Adjustment to the producer (or the conveyor) at least annually if the amount of Fair Trade Premium and Fair Trade Adjustment due was smaller than USD 500 or if the Fair Trade Payer and producer have agreed on a payment schedule different than quarterly.	M
	TR-CT 8.7	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> The Fair Trade Conveyor has conveyed the Fair Trade Premium to the producer within 15 days of receipt from the Fair Trade Payer.	
	TR-CT 8.8	<i>Applicable only to traders of sugar and tea that use systemic retro-certification:</i> Fair Trade buyers may retro-certify sugar or tea sourced from recently certified producers only if the sugar/ tea has been produced at maximum one year prior to initial certification.	
CS	Contract Suspension		
TR-CS 1	TR-CS 1.1	When the company is suspended, within 6 months, the contracts that have already been signed are fulfilled, and new contracts are only signed with the company's existing trade partners (commercial transactions that have taken place in the previous 12 months).	
	TR-CS 1.2	<i>Applicable to Fair Trade Payers of flowers and plants:</i> If a producer is suspended, Fair Trade Payers can choose to suspend purchases from that producer until the producer is in good standing, even where letters of intent have been provided. If and when that producer is in good standing, the letter of intent will apply if it has not yet expired.	
DC	Decertification		
TR-DC 1	TR-DC 1.1	The company does not source from decertified producers or traders and existing contracts with decertified organizations are cancelled if the product has not yet shipped or ownership has not yet been transferred.	
	TR-DC 1.2	<i>Applicable to traders that have purchased Fair Trade product from decertified producers or traders because the product was shipped or ownership was transferred prior to the decertification:</i> If the company has sourced Fair Trade Certified product from a decertified Producer or Trader and the product has been shipped or ownership of the product has been transferred prior to the date of decertification, the product can be sold as Fair Trade within the 120 days following the decertification decision.	
FTT	Use of Fair Trade Certified Certification mark		
TR-FTT 1	TR-FTT 1.1	Only licensed partners of Fair Trade USA may use the Fair Trade Certified certification mark on finished products. Producers and companies that are certified to sell Fair Trade Certified products may use the Fair Trade Certified certification mark in promotional materials (such as brochures, websites or wholesale packaging).	
	TR-FTT 1.2	Use of the certification mark is in accordance with the Fair Trade USA Label Use Guide.	
	TR-FTT 1.3	<i>Applicable to traders that use the Fair Trade Certified certification mark on finished products:</i> The company ensures that the product composition of all products that carry the Fair Trade Certified certification mark have been approved by Fair Trade USA.	