**TERMS OF REFERENCE: ENVIRONMENTAL OFFICER**

1. **Purpose of this document**

The purpose of this document is to outline the role of [NAME OF PRODUCER ORGANISATION]’s environmental officer.

1. **Specific Responsibilities of Environmental Officer**
2. To lead the environmental activities of the organisation and provide associated training to members. These activities and trainings will focus on:
3. Maintaining a safe storage area for pesticides and other hazardous chemicals.
4. The safe use, handling, storage and disposal of agrochemicals.
5. Ensuring that members do not reuse pesticides and other hazardous chemicals containers to store or transport food or water.
6. Maintaining an updated list of chemicals used on Fairtrade crops.
7. Ensuring that members do not use banned chemicals on Fairtrade crops.
8. Ensuring that members do not intentionally use genetically engineered seed or planting stock for Fairtrade crops.
9. Ensuring that members avoid negative impacts on protected areas and areas with high conservation value within or outside the farms or production areas from the date of application.
10. To keep records of all meeting minutes, attendance lists and photos taken during training sessions focusing on the Fairtrade Environmental Standards.
11. To educate members to increase production by replacing or planting new trees.
12. To ensure that chemicals are used in a responsible and as-needed basis by the members.
13. To provide awareness for the members to improve soil fertility and follow conservation practices to reduce soil erosion.
14. To ensure that members keep their farms free of hazardous waste and that waste is properly disposed.
15. **Appointment of the Environmental Officer**

The environmental officer is appointed by [----], and this appointment is recorded in [----] meeting minutes.

1. **Term of the Environmental Officer**

The term for the environmental officer will be --- and will be renewed based on the performance of tasks performed throughout the year.