



**REQUIREMENTS 02, Version 09**

**Agricultural Soya Bean Collector and Primary Collector**

Purpose	Specify the requirements to be met by agricultural Donau Soja soya bean collectors and Donau Soja primary collectors.
Definition	Agricultural soya bean collector: company accepting, storing and passing on soya beans; where applicable, they also clean and dry the beans (slight heating to ensure storability, no toasting)  Primary agricultural soya bean collector (primary collector): company accepting and/or storing soya beans obtained directly from the soya bean producer
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**1 Risk assessment**

- 1.1 The agricultural collector shall be assigned an “agricultural collector risk level” (= C-RL) based on the deliveries accepted and taken into storage by them.
- C-RL 0: only Donau Soja soya beans are stored;
  - C-RL 1: only GM-free crops are stored, but GM-free soya beans of other origins (without Donau Soja certificates) may also be stored;
  - C-RL 2: only GM-free soya beans (even without Donau Soja certificates) are stored, but other GM crops (e.g. maize) may also be stored;
  - C-RL 3: GM soya beans and GM soya bean meal may also be stored;

**2 Incoming soya bean deliveries**

- 2.1 The primary collector shall obtain from the farmers delivering Donau Soja soya beans to the collector a signed Declaration of Self-Commitment – Farmers (Soya Bean Producers) for each Donau Soja soya bean delivery or the entire Donau Soja quantity delivered and retain this declaration. Alternatively, the primary collector shall obtain for each Donau Soja quantity delivered a signed accompanying shipping document in compliance with the Requirements R 01, paragraph 3.1 (delivery note), and shall retain this document. The primary collector shall be obliged to inform soya bean



farmers about the latest Donau Soja Requirements when requested to do so by Donau Soja Organisation.

The primary collector shall keep an up-to-date list of all farmers delivering Donau Soja soya beans to the collector.

2.2 If the farmer delivering soya beans to the primary collector is located in a production area of risk level 0-2 (F-RL0, F-RL1, F-RL2):

The primary collector accepts produce either from individually certified Donau Soja soya bean producers or shall establish a group certification including all Donau Soja soya bean producers delivering to the primary collector (see Group certification paragraph 3).

2.3 If the farmer delivering soya beans to the primary collector is located in a production area of risk level 3 (F-RL 3):

The primary collector shall verify that the farmer has registered in due time with Donau Soja Organisation, i.e. by 30 July of the respective harvest year (see Requirements R 01, paragraphs 4.1 and 5.1).

The primary collector shall keep an up-to-date list of all farmers belonging to the same agricultural enterprise as this collector and delivering Donau Soja soya beans exclusively to this collector (see Requirements R 01, paragraph 5.1). These farmers shall be listed in the annex to the certificate belonging to the primary collector.

2.4 The primary collector shall document each soya bean supplier, including their EU registration number (or an equivalent specification in non-EU countries), the quantity delivered by them and the quality label ("Donau Soja").

2.5 The primary collector shall check the plausibility of the details given by all Donau Soja soya bean farmers. This plausibility check shall be based on calculations of the size of areas under crops and the quantities delivered by the soya bean farmers to the collector.

2.6 The agricultural collector/primary collector shall take a retained sample of each soya bean lot accepted by them, and shall store this sample for at least one year safely and without influencing its quality, ensuring traceability.

If the primary collector is located in a production area of GM-risk level 1 (GM-RL 1) and if the farmer delivering soya beans to this collector is also located in such a production area:

- The storage period of retained samples can be reduced to six months from the date of sale if the primary collector can demonstrate that the storage period for the Donau Soja soya beans concerned has also been reduced.
- Composite samples shall be permitted as long as they do not exceed five individual deliveries (e.g. truck, tractor) and 100 tonnes per day. The primary collector shall conduct rapid GM tests on each delivery unit (vehicle). The primary collector shall also document the results of these tests as well as the origin of the individual deliveries.



Please note: Sampling and storage shall be in accordance with the customs of the Agricultural Products Exchange in Vienna (Börse für landwirtschaftliche Produkte in Wien) or with the GAFTA Sampling Rules No. 124 (chapter 3 „General“, chapter 4 „Method of Drawing Samples“, chapter 5 „Sample Labels“).

### **3 Soya bean storage**

- 3.1 The agricultural collector/primary collector shall ensure that no mixing of different soya bean qualities occurs. For this purpose, the use of each soya bean lot delivered to the collector shall be documented in the individual transfer and loading cells. The collector shall refer to soya beans certified as “Donau Soja” in internal documentation and ensure correct declaration on site.
- 3.2 The primary collector shall send harvest declarations to both their contracted certification body and Donau Soja Organisation ([quality@donausoja.org](mailto:quality@donausoja.org)) on the following occasions:
  - main declaration: notification after the expected end date of incoming delivery, but no later than 30 November of the current calendar year;
  - post-declaration: notification if the primary collector still accepted produce following a main declaration. Post-declarations shall be provided within 30 days after delivery including a justification, for the quantity to be recorded in the Donau Soja system. Post declarations which are made after the defined deadline shall be agreed in advance with Donau Soja Organisation.

Each harvest declaration shall include the following information:

- reason for the notification: main declaration or post-declaration (see above);
- stock of Donau Soja soya beans;
- stock of soya bean qualities other than Donau Soja;
- name and contact of the primary collector;
- harvest year;
- name and address of the delivering Donau Soja soya bean farmers;
- date of incoming deliveries and delivery volume of Donau Soja soya bean farmers.

### **4 Acquisition of lot certificates**

- 4.1 The agricultural collector/primary collector shall send lot certificate requests to their certification body. Each of these requests shall include the following information:
  - name and contact information of the buyer;
  - quantity of Donau Soja soya beans intended to be delivered;
  - name of the agricultural collector;
  - harvest year;
  - where applicable: codes of the lot certificates the quantity of Donau Soja soya to be sold consists of.
- 4.2 The agricultural collector/primary collector shall accept as response from their certification body the lot certificate in the form of a signed PDF document. The lot certificate shall include the following information:



- code of the certification body;
  - code of the lot certificate;
  - quantity of the soya bean lot certified as Donau Soja;
  - name and contact information of the buyer;
  - harvest year;
  - "Donau Soja" logo.
- 4.3 The maximum quantity of Donau Soja soya beans comprised by a lot is the quantity stipulated in the supply contract.

## 5 Outgoing soya bean deliveries

- 5.1 The agricultural collector/primary collector shall send the lot certificates to the buyer of the corresponding lots.
- 5.2 The agricultural collector/primary collector shall document each soya bean lot delivered, including the quantity delivered, the quality label ("Donau Soja"), the buyer's EU registration number (or an equivalent specification in non-EU countries) and codes of the corresponding lot certificates.
- 5.3 The agricultural collector/primary collector shall take a retained sample of each soya bean lot delivered, and shall store this sample for at least one year safely and without influencing its quality.

Please note: Sampling and storage shall be in accordance with the customs of the Agricultural Products Exchange in Vienna (Börse für landwirtschaftliche Produkte in Wien) or with the GAFTA Sampling Rules No. 124 (chapter 3 „General“, chapter 4 „Method of Drawing Samples“, chapter 5 „Sample Labels“).

- 5.4 The agricultural collector/primary collector shall refer to soya beans certified and delivered (sold) to a customer as "Donau Soja" ("DS") in internal documentation and on all delivery notes, invoices, as well as packaging (if applicable).

## 6 Soya bean stock management

- 6.1 In the following cases, the agricultural collector/primary collector shall send to their certification body quantity amendment notifications regarding the stock of Donau Soja soya beans, specifying the reason for the notification:
- carry-over: remaining stock from the previous harvest year (notification by 31 August of the current calendar year, otherwise these quantities in store shall no longer qualify as Donau Soja);
  - deviation of quantities delivered: outgoing deliveries deviating from contracted delivery quantities.

## 7 Quality management

### 7.1 In-house QM System

If the agricultural collector/primary collector is **located in a production area of GM-risk level 2 or 3 (GM-RL 2 or GM-RL 3),**



or

If the agricultural collector/primary collector accepts produce from **a production area of GM- risk level 2 or 3 (GM-RL 2 or GM-RL 3),**

or

If the agricultural collector / primary collector **is categorised at risk level 2 or 3 (C-RL 2 or C-RL 3):**

The agricultural collector / primary collector shall operate a documented in-house QM system establishing standard operating procedures to prevent GM contamination (incorporated into the HACCP system) throughout the company and including, at the least, the following elements:

- process chart including all details such as the conveying paths;
- determination of the critical control points with respect to the GM risk (identify, manage, verify);
- documentation of internal inspections.

#### 7.2 Rapid tests / PCR tests after delivery / in the warehouse:

If the primary collector is **located in a GM risk level 2 (GM-RL2) production area (Romania excepted),**

or

if the primary collector **accepts produce from GM risk level 2 (GM-RL2) production areas (Romania excepted) ,**

or

if the primary collector is categorised at risk level 2 or 3 (C-RL 2 or C-RL 3):

Once taking into storage is completed, the collector shall conduct, at the least, one rapid GM test (Roundup Ready and LibertyLink) on each storage unit and per 100 tonnes respectively. A positive rapid test result shall entail two further rapid GM tests. If any two of the three rapid tests conducted give a positive result, the collector shall have a PCR test performed.

If the PCR test detects the presence of GM content: The collector shall inform their contracted certification body of the result and, at the same time, send the relevant lot certificate to this certification body. Afterwards, the collector shall take the appropriate measures (root cause analysis and/or marketing ban).

Please note: Sampling and storage shall be in accordance with the customs of the Agricultural Products Exchange in Vienna (Börse für landwirtschaftliche Produkte in Wien) or with the GAFTA Sampling Rules No. 124 (chapter 3 „General“, chapter 4 „Method of Drawing Samples“, chapter 5 „Sample Labels“).

#### 7.3 Rapid tests / PCR tests on delivery:

If the primary collector is located in a production area of GM-risk level 3 (GM-RL 3) or in Romania

or



**if the primary collector accepts produce from GM-risk level 3 production areas (GM-RL 3) or from Romania:**

Before the produce is accepted and taken into storage, the collector shall conduct rapid GM tests (Roundup Ready and LibertyLink) on each delivery unit and at least once per 100 tonnes respectively. A positive rapid test result shall entail two further rapid GM tests. If any two of the three rapid tests conducted give a positive result, the collector shall have a PCR test performed.

If the PCR test detects the presence of GM content: The collector shall inform their contracted certification body of the result and, at the same time, send the relevant information (e.g. Declaration of Self-Commitment - Farmers) to this certification body. Afterwards, the collector shall take the appropriate measures (root cause analysis and/or marketing ban).

Please note: Sampling and storage shall be in accordance with the customs of the Agricultural Products Exchange in Vienna (Börse für landwirtschaftliche Produkte in Wien) or with the GAFTA Sampling Rules No. 124 (chapter 3 „General“, chapter 4 „Method of Drawing Samples“, chapter 5 „Sample Labels“).

7.4 Physical and technical separation:

**If the agricultural collector/primary collector is located in a production area of GM-risk level 3 (GM-RL 3),**

or

**if the agricultural collector/primary collector accepts produce from production area of GM-risk level 3 (GM-RL 3),**

or

**if the agricultural collector/primary collector is categorised at risk level 2 or 3 (C-RL 2 or C-RL 3):**

The different soya bean qualities shall be separated both physically and technically. If only chronological separation is possible a duly justified explanation shall be available.

## **8 Directly commissioned inspections**

8.1 The agricultural collector/primary collector shall conclude an inspection contract with a certification body recognised by Donau Soja Organisation, commissioning this body to undertake chargeable inspections at the following frequency:

- collectors of all risk levels: first inspection;
- collectors of risk levels 0 to 2 (C-RL 0–2): further inspections every two years;
- collectors of risk level 3 (C-RL 3): further inspections once a year.

If the collector complies with the stated requirements, they shall be certified as a Donau Soja agricultural collector.

Primary collectors in production areas of GM-risk level 2 or 3 (GM-RL 2, GM-RL 3) need to be initially certified before the (harvested) soya beans are taken into storage.



- 8.2 All other collectors may be initially certified at a later date; however, in any case the initial certification has to be conducted before the first Donau Soja lot is sold. The directly commissioned certification body shall take a composite sample of the Donau Soja soya from the entire company within the scope of their Donau Soja audit, and shall submit this sample for a PCR test.
- 8.3 If the primary collector is located in production areas with pesticide risk level 2 (PESTICIDE-RL 2):
- The directly commissioned certification body shall take a composite sample of the Donau Soja soya from the entire company each year following the harvest and shall submit this sample for a pesticide residue analysis.
- 8.4 If the certified agricultural collector/primary collector suspends or terminates their Donau Soja activity, Donau Soja Organisation may, at the expense of the agricultural collector, demand a final inspection by the directly commissioned certification body to verify all conformities from the last audit to the date of termination of the contract. The scope of the final inspection shall be reduced compared to a normal inspection, whereby the exact scope shall be determined by Donau Soja Organisation, if necessary with the directly commissioned certification body.

## 9 Supervisory inspections

- 9.1 The agricultural collector/primary collector shall accept supervisory inspections (risk-based sampling) by inspection bodies or inspectors commissioned by Donau Soja Organisation.

## 10 Special forms of primary collection

The primary collection of Donau Soja soya beans shall usually be undertaken by agricultural collectors who, on the one hand, receive Donau Soja Declarations of Self-Commitment from the farmers (soya bean producers), document them and check them for plausibility and, on the other hand, launch the process of lot certification with the aid of their respective certification body.

Alternatively, the soya bean farmers (producers) may deliver their Donau Soja soya beans directly to a primary processor. In this case, this primary processor shall act as the primary collector (see paragraph 10.1).

Soya bean farmers (producers), located in a production area of risk level 2 or 3 (F-RL 2 or F-RL 3), shall assume the primary collector's function if they sell their Donau Soja harvest directly to a trader. In this case, the soya bean farmer needs to be certified as an primary collector and may only sell Donau Soja soya beans by means of Donau Soja lot certificates (see paragraph 10.2).

### 10.1 Soya bean primary processor acting as a primary collector

- 10.1.1 A soya bean primary processor shall be considered a primary collector of Donau Soja soya beans if a soya bean farmer (producer) sells and delivers the Donau





Soja soya beans directly to this soya bean primary processor and therefore needs to be certified as a primary collector.

10.1.2 In this case, the soya bean primary processor shall assume the obligations laid down in paragraphs 2, 3, 6, 7, 8, 9 and 11 of the Requirements R 02 for Agricultural Collectors.

10.1.3 Issuance of lot certificates (in accordance with paragraphs 4 and 5) may be waived. However, the soya bean primary processor has to ensure internally that the produce entering and leaving "storage capacity" unit as well as the produce entering and leaving the "processing" unit are documented separately and verifiably. The directly commissioned certification body shall inspect the area of internally separated documentation of the flow of produce during the first inspection.

## 10.2 Soya bean farmer (producer) acting as a primary collector

The following shall apply to soya bean farmers (producers) located in a risk level 2 or 3 production area (F-RL 2 or F-RL 3):

10.2.1 A soya bean farmer (producer) shall become primary collector if they sell their Donau Soja harvest directly to a trader.

10.2.2 In this case, the soya bean farmer needs to be certified. The directly commissioned certification body shall verify compliance with the Requirements R 01 for Soya Bean Farmers as well as compliance with the spirit of the Requirements R 02 for Agricultural Soya Bean Collectors (particularly paragraph 3.1 and, where applicable, paragraph 7 of the Requirements R 02 – avoidance of mixing Donau Soja soya with other soya qualities during storage) within the scope of their audit. The soya bean farmer shall also accept supervisory inspections as described in paragraph 9.

10.2.3 Issuance of lot certificates shall be carried out, mutatis mutandis, in accordance with paragraphs 3.2 (harvest declarations), 4.1 and 4.2 (acquisition of lot certificates), 5 (outgoing soya bean deliveries), and 6 (stock management).

10.2.4 Directly commissioned inspections shall be performed in accordance with paragraphs 8.1 and 8.2.

## 11 Group certification

11.1 Agricultural collectors and primary collectors have the option of applying for a group certification under the conditions as set out in "Requirements for Group Certifications" paragraph 2.

11.2 Primary collectors located in a production area of risk level 0-2 (F-RL 0 or F-RL 1 or F-RL 2) shall be responsible for group certification of the farmers delivering to collector as set out in "Requirements for Group Certifications" paragraph 3.