



# Food Safety Systems Implementation (Producer) Program Application Guide Outreach Element

This Guidebook will assist Applicants in understanding the program and completing the Application Form for (FSSI (Producer) Program – Outreach Element

For more information visit [www.ardcorp.ca](http://www.ardcorp.ca).



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# THE FOOD SAFETY SYSTEMS IMPLEMENTATION (FSSI) (PRODUCER) PROGRAM

Consumers are increasingly demanding a high level of assurance about food safety, including on-farm systems. The Food Safety Systems Implementation (Producer) Program offers education and funding for producers across British Columbia to implement an On-Farm Food Safety (OFFS) program.

The goal of the FSSI program is to implement government-recognized systems for food safety based upon HACCP principles. HACCP is an internationally recognized, science-based approach to enhancing food safety. These efforts will complement the food safety, surveillance and information systems already in place as well as strengthen the sector's ability to identify and respond to food safety issues and concerns.

The Food Safety Systems Implementation (FSSI) Program consists of the following:

- FSSI (Processor) Program – processor food safety (delivered by SSFPA)
- FSSI (Producer) On-Farm Food Safety Program (delivered by ARDCorp)

The FSSI (Producer) Program is composed of two elements:

1. Outreach Element – education workshops and on-site assistance
2. Implementation Element – cost-share funding to individual farmers/growers/producers to support the implementation of written OFFS/HACCP food safety systems.

Funding for this program has been provided by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture and Lands under *Growing Forward*, a federal-provincial-territorial initiative. For more information on Growing Forward, please visit [www.agr.gc.ca](http://www.agr.gc.ca).

# Glossary of Terms:

**Activity Report:** The final report you will submit when your outreach activities are completed with the required information asked in the application form.

**Appeal:** A written request to review ARDCorp's decisions of acceptance or declining of an application.

**Applicant:** The BC producer association (representing commodity sectors with CFIA recognized national On-Farm Food Safety (OFFS) Programs) applying to the Food Safety Systems Implementation (Producer) Program – Outreach Element.

**ARDCorp:** Agricultural Research and Development Corporation is the delivery agent of the FSSI (Producer) Program. ARDCorp is not an expert in assessing or developing OFFS programs, nor are they an expert in food safety.

**CFIA Approved Programs:** (as of February 19, 2010) the CFIA has approved/recognized the following national On-Farm Food Safety (OFFS) Programs for implementation:

Chicken Farmers of Canada

Dairy Farmers of Canada

Egg Farmers of Canada (was Canadian Egg Marketing Agency)

Canadian Pork Council

Canadian Cattlemen's Association

Canadian Egg Hatching Producers (was Canadian Broiler Hatching Egg Marketing Agency)

Animal Nutrition Association of Canada

Canadian Sheep Federation

Canada Grains Council

Turkey Farmers of Canada (was Canadian Turkey Marketing Agency)

Canadian Herb, Spice and Natural Health Products Coalition

Canadian Horticulture Council (potato)

Canadian Horticultural Council (Tree and Vine Fruit Production)

Canadian Horticultural Council (Greenhouse)

Canadian Horticultural Council (Small Fruit)

Canadian Horticultural Council (Leafy Vegetable and Cruciferae)

Canadian Horticultural Council (CHC Bulb & Root Vegetables, CHC Fruiting Vegetables and CHC Asparagus, Sweet Corn & Legumes)

Canadian Cattlemen's Association (Re-Review) (June 2009)

Egg Farmers of Canada (was Canadian Egg Marketing Agency) (Pullet Program)

**Eligibility for Outreach Program:** you are a producer association directly involved with producers/growers in British Columbia, you are a not for profit organization, and your association is able to deliver outreach for a commodity specific OFFS program (either international or CFIA – approved national OFFS program )for implementation.

**Eligible Activities:** include, but are not limited to, seminars, workshops, technical advice, and services that aid producers in understanding their OFFS program and preparing for implementing that program on their own farms.

**Expenditures or Activities:** The services or activities to be carried out by the applicant to objectives of their work plan.

**Food Producer:** for the purposes of this document, a BC producer involved in the growing/production of a food product for human consumption.

**FSSI:** The Food Safety Systems Implementation program.

**Gap Analysis:** A document identifying the gaps of an individual producers' system that need to be addressed before being recognized as certified in the identified OFFS Program.

**HACCP:** Hazard Analysis Critical Control Point is a recognized, science-based, food safety system designed to identify and control hazards that are inherent to the ingredients and process.

**Ineligible Activities:** systems for non-food products, including pet foods, fish and shellfish production, restaurants and retail food service operations, in-house HACCP systems.

**Internationally Recognized Approved On Farm Food Safety (OFFS) Programs:** (as of February 19, 2010) the following is a list of available international food safety programs for implementation:

Global Gap, Primus, GFSI Suite (BRC, SQF, IFS)

**NAICS Code:** A 5-digit NAICS code is required. A complete category listing of NAICS categories can be seen at <http://www.statcan.gc.ca/concepts/industry-industrie-eng.htm> or in Schedule II of this document.

For example, to report performance of programming aimed at the sheep sector, the NAICS coding structure is as follows:

Sector 11 - Agriculture, Forestry, Fishing and Hunting (2 digit level)

112 - Animal Production (3 digit level)

1124 - Sheep and Goat Farming (4 digit level)

11241 - Sheep Farming (5 digit level)

**OFFS Program:** On-Farm Food Safety Program – a CFIA approved program or an internationally recognized approved program.

**Outreach Activities:** activities provided by the applicant that provide education for BC producers in an approved on-farm food safety (OFFS) Program, including but not exclusive to, seminars, workshops, technical advice, and other applicable services

**On-site consultation:** A visit by an identified contractor to help a producer assess their on-farm food safety needs and plan improvements to their system to achieve compliance with a recognized OFFS program.

**Approval Letter:** The document the applicant will receive from ARDCorp, describing the terms and conditions under which the applicant's specific project would be approved for FSSI cost-sharing. This will include start dates and deadlines, a list of requirements for reporting, and identify the allowed spending limits and approved activities.

**Work Plan:** a detailed description of your intended outreach activities identifying all of the requirements listed on the application form.

# WHO MAY APPLY?

## Eligible Applicants include:

### BC Producer Associations:

- directly involved with producers/growers in British Columbia
- you are a not for profit organization
- you are able to deliver outreach for a commodity OFFS program approved by CFIA for implementation or an internationally recognized HACCP-based program

### Ineligible Applicants include:

- fish and shellfish producers
- pet food producers
- restaurants
- retail food service operations
- in-house HACCP systems
- current or former federal public office holders or federal public servants who are not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders or the Conflict of Interest and Post-members of the House of Commons or of the Senate

# ELIGIBLE ACTIVITIES

Examples of Outreach Activities include (but are not limited to):

- seminars
- workshops
- technical advice
- other services

that aid producers in understanding their OFFS program and preparing for implementing that program on their own farms.

# INELIGIBLE ACTIVITIES

Examples if ineligible activities include (but are not restricted to):

- workshops held in conjunction with other activities, or workshops that do not address food safety as a major topic.
- conference calls with producers on addressing topics other than food safety

## ELIGIBLE EXPENSES

Funding will be provided to reimburse only incremental, eligible costs directly related to your OFFS Program activities. Incremental means the spending is as a direct result of the project undertaken.

- OFFS/HACCP plans/manuals not provided by the national association
- Travel/accommodation (not to exceed provincial guidelines)
- Financial audit and performance reporting as required by ARDCorp
- Non-refundable portions of federal and provincial taxes
- One-on-one consultation costs
- Staff training
- Administration costs
- Other costs approved in advance by ARDCorp

Activities and costs eligible for the FSSI (Producer) funding grant are as described in the Application Guidelines and in the Application Form. It is the Applicant's responsibility to establish to the satisfaction of ARDCorp that costs are eligible and directly attributable to the Project. Final determination of eligibility of costs for reimbursement is the sole discretion of ARDCorp.

**Spending is only eligible for FSSI (Producer) funding after ARDCorp has received and approved in writing your request(s) for funding.**

## INELIGIBLE EXPENSES

Ineligible costs include (but not exclusively):

- capital costs (such as vehicles, furnishings, land and buildings)
- equipment purchases not directly related to FSSI (Producer) Outreach activities
- travel costs in excess of provincial guidelines
- costs being reimbursed under an existing government program
- any other expense, which at the discretion of ARDCorp, is deemed to be ineligible
- the refundable portion of the Goods and Services Tax (GST), value-added taxes or other items for which a refund or rebate is received
- costs incurred prior to April 1, 2010
- expenses incurred before an applicant has received project approval from ARDCorp
- expenses that were not included in the original application or did not receive approval.

# FUNDING

Funding will be allocated on a first-come, first-served basis. Depending upon the uptake of the program, a priority list might need to be established to provide equitable opportunity for all associations interested in this program.

A single application may include a reference to future requests for funding with the supporting reasoning and projected costs and outcomes.

ARDCorp will assess the eligibility of proposed activities and expenses as per pre-established Growing Forward criteria.

All amounts in this Agreement shall be in Canadian funds.

# APPLICATION PROCESS

- Step 1. Obtain an application form for FSSI (Producer) Outreach Element and complete as per instructions and this Guide. You can find one at the website ([www.ardcorp.ca](http://www.ardcorp.ca)) or at our office (address below).
- Step 2. Submit entire application package to ARDCorp. Packages can be submitted either by fax to (604) 854-4485, or in hard copy to  
  
BC Agricultural Research & Development Corporation (ARDCorp)  
Food Safety Systems Implementation Program (FSSI) - Outreach  
#230 – 32160 South Fraser Way  
Abbotsford, BC  
V2T 1W5  
(mail or expresspost only: NO COURIERS)
- Step 3. ARDCorp will review application package and in a timely manner respond to the applicant as to the approval status. Approval letters will be mailed to the address provided in the application form. This letter will include any pertinent deadlines, and indicate the allowed spending limits and approved activities.
- Step 4. Once you have received your approval letter, you may begin your Outreach Activities as per your submitted work plan.
- Step 5. You will need to submit quarterly reports, the deadlines and details would be provided in a contract. When you have completed your Outreach Activities, you need to submit your final budget reports, all expense claims and their supporting receipts, and your final activity report.

# CONFIDENTIALITY

The Food Safety Systems Implementation (Producer) Program will be administered by the BC Agricultural Research & Development Corporation (ARDCorp). Any information supplied further to the FSSI may be disclosed by ARDCorp where it is obligated to do so under the Freedom of Information and Protection of Privacy Act (FIPPA), or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in the application to FSSI may be disclosed by ARDCorp to verify cross-compliance with other provincial and federal funding initiatives, administered by ARDCorp or a third party delivery agent, to ensure that there is no duplication of funding.

ARDCorp reserves the right to obtain information for the purposes of assessing, evaluating, verifying, auditing and enforcing the application and payments made under the FSSI (Producer) Program.

# DEADLINES

For the program running during the fiscal year of 2010/2011:

Submission of Applications received by ARDCorp	beginning April 1, 2010 until funds are fully allocated
Submission of Claims and Reports	As per contract

# LETTER OF APPROVAL

Applicants with approved projects will be advised in writing, through letter of approval, of their eligibility to receive funding under the FSSI (Producer) Program. The letter will include start dates and deadlines for submissions, as well as a list of requirements for reporting, both activity reports and budget reports.

An applicant's failure to meet a deadline date or documentation specified in the Letter of Approval may result in the withdrawal of funds.

# APPEAL PROCESS

If in the event an applicant is dissatisfied with a judgement made on their application or reimbursement, they can submit a formal request for review, in writing, to the ARDCorp office. Once their request is received, ARDCorp will notify them in writing of receipt of their request and outline the next steps of the process.

Any reviews requested by an applicant will be completed by a representative from the BC Ministry of Agriculture and Lands and a representative from Agriculture and Agri-Food Canada. If the applicant is still dissatisfied with the results, they can request a review by the Management Committee.

# PROOF OF ACTIVITY

Applicants whose proposed project is accepted into the FSSI (Producer) Program – Outreach Element will be required to submit documentation demonstrating that their project is complete and has successfully supported the future implementation of a food safety program at individual producer sites.

There are two items that can be used as proof of activity:

1. an association-oriented certificate of completion of your outreach activity, and
2. a gap analysis for an individual producer's site.

One or the other can be used, or a combination of both. It is strongly encouraged that both be used. In the event that not every producer that completes your outreach activity but does not complete a gap analysis for the Implementation Element of the FSSI (Producer) Program, those producers can use that education in the following years of the FSSI (Producer) Program as verification to completing your education component and at that time complete a gap analysis as part of a Work Plan.

Once a producer has shown they have an understanding of food safety systems (ideally through the completion of a work plan for their individual site) and have a gap analysis identifying the requirements needed to bring their site into compliance with an approved national or international program, they can proceed to the FSSI (Producer) Program – Implementation Element to request for funding support of their Implementation Activities.

# CLAIM FOR REIMBURSEMENT

As outlined in the Application and Letter of Approval, in order to receive reimbursement for any claims pertaining to your Outreach Activities, you must provide a report of outreach activities that were accomplished and a final budget report.

All claims for reimbursement must be supported with receipts and/or proof of activities completed. The deadline for submission of claims will be corresponding with the required quarterly reports, actual deadlines will be identified in a contract if the applicant is approved. Late claims will not be paid.

ARDCorp will review the claims and documents and will reimburse the applicant for their eligible expenses in the form of a cheque and a letter explaining the payment.

Documentation required to support outreach activities can include (but are not exclusive to) paid invoices for equipment, training, materials for work plans, travel and accommodation receipts, and consultant wages as they relate to the activity report.

Invoice and receipt information shall clearly indicate:

- ☞ Date of expense;
- ☞ Invoice number;
- ☞ Applicant (legal name), address, phone number, contact person;
- ☞ Supplier name;

- ☞ Taxes paid;
- ☞ A description of the specific expense;
- ☞ the total dollar amount for each expense.

Upon receipt, ARDCorp will determine if the Applicant has met the requirements and that the costs claimed are eligible for reimbursement. If the activities are completed and the costs are eligible, subject to the terms of this agreement, ARDCorp will pay the Applicant under the Grant an amount equal to the approved eligible costs within 60 days of receipt of the invoice(s) provided that the requirements of this agreement have been met.

## CONTACT INFORMATION

If you require additional information about the application process or the Program, you can go to the website [www.ardcorp.ca](http://www.ardcorp.ca), or phone the ARDCorp office at (604) 854-4483. Or you can go to the ARDCorp office at #230 – 32160 South Fraser Way, Abbotsford, BC.

## TERMS AND CONDITIONS

An applicant must meet and/or shall agree to or comply with the following conditions as well as those already stated in this Application Guide:

- 1.1 All of the Applicant's obligations, undertakings and representations, which either expressly herein or by their nature, shall all survive the earlier termination or expiration of this Agreement.
- 1.2 Nothing contained in this Agreement shall be interpreted to mean that ARDCorp, their contractor(s), the British Columbia Ministry of Agriculture and Lands (British Columbia), or Agriculture and Agri-Food Canada (Canada) have any responsibility relating to any future funding following the Applicant's completion of the Project.
- 1.3 The Applicant shall keep detailed and accurate financial accounts and records relative to the Project and Eligible Costs of the Project for a period of not less than six (6) years after the expiry of this Agreement, and shall allow ARDCorp, British Columbia or their duly authorized representative reasonable access to such records and the premises for the purpose of ensuring the Applicant is complying with the terms of this agreement. Books, accounts and records, shall be kept in accordance with generally accepted accounting principles.
- 1.4 The Federal Minister has:
  - a) a right of access to the Applicant's documents and premises including a copy of all signed agreements between ARDCorp and the Applicant;
  - b) a right to contact an Applicant for the purpose of Program and Project evaluation after Canada notifies ARDCorp about the evaluation; and
  - c) a right to conduct an audit even though an audit may not always be undertaken.
- 1.5 ARDCorp or British Columbia may, at any time, evaluate the Applicant's performance of this agreement and the results it has achieved and the Applicant will co-operate

with ARDCorp or British Columbia in the completion of any evaluation of the Project or of the Grant.

1.6 The Applicant will permit any representatives of ARDCorp or the British Columbia Minister of Agriculture and Lands, including any agent or independent contractor, to evaluate the performance of this agreement through:

- 1) on site visits;
- 2) observation of the Project in progress;
- 3) oral or written communication with any employees, officers or agents of the Applicant; and
- 4) post-payment verification of eligible costs for which payment was claimed and reimbursement paid under the Grant.

ARDCorp or British Columbia may inspect the Applicant's premises and the books and records kept pursuant to this agreement at any reasonable time during the Applicant's normal business operations.

1.7 The Applicant agrees that this Agreement is subject to the termination and default provisions described in the Application Guidelines.

1.8 If after payment of the Grant ARDCorp, British Columbia, or Canada determines that a payment for an ineligible expense or an overpayment has been made, the Applicant shall on demand repay any overpayments, unexpended balances and disallowed costs which until repaid constitute a debt to the Crown.

1.9 The Applicant shall, both during and following the expiry or termination of this Agreement, indemnify and save harmless ARDCorp, British Columbia, and Canada, including their agents, employees and contractors from and against all demands, claims, actions, proceedings, losses, damages and costs of any kind or any other proceedings made against them in any manner, attributable to any injury, death, damage to or loss of property, business or reputation arising or alleged to arise from the agreement signed between ARDCorp and the Applicant, except to the extent that the injury, death, damage or loss has been caused by the negligence of ARDCorp, British Columbia, and Canada, their agents, employees or contractors.

2.0 The Applicant acknowledges:

- 1) the Project is developmental in nature and that the Applicant may not be fully satisfied with any food safety system created in the course of the Project;
- 2) the program is developmental in nature and applicants that participated in the FSI program may not be eligible for the same, if any, funding under the FSSI (Producer) program.
- 3) ARDCorp shall not be responsible for any materials or equipment acquired by or used by the Applicant or the work of any contractor hired by the Applicant, in carrying out the Project or for the manner in which any activity under the Project is carried out;
- 4) ARDCorp's maximum liability under this agreement is the amount of the Grant.

2.1 No amendment of this Agreement nor waiver of any of the terms and conditions contained in this Agreement is effective unless made in writing and signed by a duly authorized representative of each of ARDCorp and the Applicant.

- 2.2 The Applicant and ARDCorp including their officers, employees and contractors (including contractors), shall comply with the *Freedom of Information and Protection of Privacy Act* of British Columbia and the *Personal Information Protection and Electronic Documents Act* (Canada) respecting information relative to the Project.
- 2.3 ARDCorp may disclose this Agreement, excluding the Application. If ARDCorp is asked to disclose the Application, ARDCorp will consult with the Applicant in accordance with the *Freedom of Information and Protection of Privacy Act* of British Columbia, prior to any disclosure.
- 2.4 The Applicant shall be solely responsible for carrying out the duties and obligations related to the Project in a safe and prudent manner, including compliance with all applicable laws.
- 2.5 The Applicant shall provide ARDCorp with details of any other government financial assistance, federal, provincial or municipal, whether applied for or received by the Applicant towards the Project.
- 2.6 The Applicant shall declare any amounts owing under legislation or contribution agreements and shall recognize that amounts due to the Applicant may be offset against amounts owing to the Government.
- 2.7 The Applicant shall fully cooperate with ARDCorp, British Columbia, or Canada in the administration of this Agreement, including but not restricted to allowing them access to the Plant and the Activity site at all reasonable times.
- 2.8 The Applicant agrees and consents to ARDCorp providing British Columbia or Canada with copies of the Application; the Recipient's food safety program(s) and any final reports.
- 2.9 The Applicant shall ensure that in any of the Applicant's public references to, or announcements of the Activity, that such public references and announcements shall sufficiently acknowledge the funding made available by ARDCorp, British Columbia and Canada under the Program.
- 3.0 The Applicant shall ensure that all work comprising the Project complies with any standards accepted in the industry and the Applicant shall, in performing such work, observe and comply or cause its employees and contractors to observe and comply with all applicable federal, provincial, and municipal laws and regulations, including but not limited to, environmental, labour, health and safety laws and regulations.
- 3.1 The Applicant shall ensure that the entire funding provided by or on behalf of ARDCorp shall be used solely for the purposes of paying the Eligible Costs of the Project.
- The Applicant represents that:
- 1) the execution, delivery, and performance of this Application are within the proper corporate power and capacity of the Applicant and have been authorized by proper corporate proceedings;
  - 2) If the Applicant is an unincorporated business or proprietorship, each individual signing the Application on behalf of the Applicant shall be personally responsible for performing the Applicant's obligations and undertakings under the Application, and
  - 3) the Application Guidelines and attached Schedules, plus the Application shall be binding upon the successors and any permitted assigns of the Applicant.

- 3.2 Nothing in this Schedule shall be interpreted to authorize the Applicant to contract for or incur any obligation on behalf of ARDCorp, its contractor(s), British Columbia, or Canada or to make the Applicant an agent of ARDCorp, British Columbia, or Canada.
- 3.3 Any conflict or inconsistency between any term or condition in the main body of this schedule and either the Application Guidelines or Application shall be governed by the term or condition in the main body of this Guide.
- 3.4 This Agreement shall be interpreted and enforced in accordance with the laws of the Province of British Columbia and of Canada applicable therein.
- 3.5 The Applicant shall ensure that no member of the Legislative Assembly of the Province of British Columbia or the House of Commons of the Parliament of Canada shall be admitted to any part of this Agreement or gain any direct or indirect benefit under this Agreement.
- 3.6 The Applicant shall ensure that no undisclosed conflict of interest or potential conflict of interest exists in regards to the Applicant's performance of its obligations and undertakings under the FSSI (Producer) program.

# Schedule I

## **Provincial Travel Rates**

***For use in the Outreach Element of the Food Safety Systems Implementation (Producer) Program.***

***Adapted by the Agricultural Research and Development Corporation (ARDCorp) from the March 29, 2009 TRAVEL INSTRUCTIONS FOR CONTRACTORS (Ministry Guidelines for Group I and II Allowances).***

**\*Rates subject to annual updating every fiscal year (April 1). This is for budgeting purposes only – final costs will be indicative of the April 1, 2010 provincial travel rates.**

### **Purpose:**

This is a guide for persons traveling to attend training or perform FSSI project activities. Individuals who may incur such expenses are FSSI Outreach contractors and company or association's employees and consultants authorized by a company or association's FSSI representative.

The amounts listed are the maximum that ARDCorp will reimburse for travel by employees or consultants.

### **General:**

"Travel" with respect to the FSSI (producer) program means the individual is at least 32 kilometres away from their usual location, on FSSI Project business, with the approval of the company FSSI representative administering the project. Travel begins and ends at designated departure and return locations determined by the company representative. The most economic travel arrangements should be used consistent with the time available to conduct the business.

The travel expenses described below will be paid when:

travel is needed in fulfilling services contracted by the applicant for their FSSI activities;

provision for travel expense has been included in the contract; and

the company representative administering the FSSI project authorizes the travel expense and verifies it meets the requirements of the Application Guidelines.

Expenses incurred on out-of-province travel will not be reimbursed.

All other travel, not meeting the description of 'travel' above, must be approved by ARDCorp in writing before the additional travel expense may be incurred.

### **Private Car Transportation:**

Effective March 29, 2009, an allowance of 50¢ per kilometre for the use of the contractor's private vehicle may be claimed. It is intended to cover costs of gas and maintenance.

Reimbursement for parking essential to the business may be claimed. Receipts are required, while parking machine tickets marked with the total paid and signed by the claimant are acceptable.

Owners are responsible for ensuring they have adequate insurance to cover business use on behalf of the province.

### **Public Transportation:**

Receipts are required for reimbursement of actual expenses incurred through the use of buses, airlines (most economical fare), ferries, taxis, rental cars and tolls. When renting cars the cost of additional insurance, such as personal injury, collision or loss damage, offered by rental agencies will not be reimbursed.

**Meal Allowance:**

Effective March 29, 2009, the maximum daily amount that may be claimed for meals is \$47.00. Depending on the time of departure or arrival, the following partial day rates may be claimed.

Partial Day Rates

Breakfast (7 a.m.) \$11.50 B&L \$24.75

Lunch (12 noon) \$13.25 L&D \$35.50

Dinner (6 p.m.) \$22.25 B&D \$33.75

Meals that are provided free to individuals must not be claimed.

**Accommodation:**

In making a hotel selection for your travel:

Select the most cost effective hotel that meets your business requirements considering the basic room cost and any supplementary costs for internet access, parking or other costs.

Please note: Where breakfast is included, your reimbursement claim should not include a breakfast component.

You will be eligible for reimbursement for the full amount of the hotel's base rate, plus other applicable business expenses; e.g. parking, internet access.

Only the single occupancy rate will be reimbursed. You may only claim for authorized contract staff, supported by the "number in party" identified on the appropriate lodging receipt. Original receipts and proof of payment are required.

When private accommodation is used, a maximum of \$30.00 per night may be claimed; receipts are not required.

**Travel expenses must not be billed directly to the province or ARDCorp.** Travel expenses will be reimbursed by ARDCorp after the final FSSI claim form is submitted and approved. Travel invoices must be supported by a statement showing the accumulation of expenses for the trip under the various categories and to which original receipts, as required, are attached.

# Schedule II

## NAICS 2007 Classification Structure

For example, to report performance of programming aimed at the sheep sector, the NAICS coding structure is as follows:

Sector 11 - Agriculture, Forestry, Fishing and Hunting (2 digit level)  
112 - Animal Production (3 digit level)  
1124 - Sheep and Goat Farming (4 digit level)  
11241 - Sheep Farming (5 digit level)

## 11 Agriculture, Forestry, Fishing and Hunting

### 111 Crop Production

#### 1111 Oilseed and Grain Farming

11111 Soybean Farming  
111110 Soybean Farming  
11112 Oilseed (except Soybean) Farming  
111120 Oilseed (except Soybean) Farming  
11113 Dry Pea and Bean Farming  
111130 Dry Pea and Bean Farming  
11114 Wheat Farming  
111140 Wheat Farming  
11115 Corn Farming  
111150 Corn Farming  
11116 Rice Farming  
111160 Rice Farming  
11119 Other Grain Farming  
111190 Other Grain Farming

#### 1112 Vegetable and Melon Farming

11121 Vegetable and Melon Farming  
111211 Potato Farming  
111219 Other Vegetable (except Potato) and Melon Farming

#### 1113 Fruit and Tree Nut Farming

11131 Orange Groves  
111310 Orange Groves  
11132 Citrus (except Orange) Groves  
111320 Citrus (except Orange) Groves  
11133 Non-Citrus Fruit and Tree Nut Farming  
111330 Non-Citrus Fruit and Tree Nut Farming

#### 1114 Greenhouse, Nursery and Floriculture Production

11141 Food Crops Grown Under Cover  
111411 Mushroom Production  
111419 Other Food Crops Grown Under Cover  
11142 Nursery and Floriculture Production  
111421 Nursery and Tree Production  
111422 Floriculture Production

#### 1119 Other Crop Farming

11191 Tobacco Farming  
111910 Tobacco Farming

11192 Cotton Farming  
111920 Cotton Farming  
11193 Sugar Cane Farming  
111930 Sugar Cane Farming  
11194 Hay Farming  
111940 Hay Farming  
11199 All Other Crop Farming  
111993 Fruit and Vegetable Combination Farming  
111994 Maple Syrup and Products Production  
111999 All Other Miscellaneous Crop Farming

## **112 Animal Production**

### **1121 Cattle Ranching and Farming**

11211 Beef Cattle Ranching and Farming, including Feedlots  
112110 Beef Cattle Ranching and Farming, including Feedlots  
11212 Dairy Cattle and Milk Production  
112120 Dairy Cattle and Milk Production

### **1122 Hog and Pig Farming**

11221 Hog and Pig Farming  
112210 Hog and Pig Farming

### **1123 Poultry and Egg Production**

11231 Chicken Egg Production  
112310 Chicken Egg Production  
11232 Broiler and Other Meat-Type Chicken Production  
112320 Broiler and Other Meat-Type Chicken Production  
11233 Turkey Production  
112330 Turkey Production  
11234 Poultry Hatcheries  
112340 Poultry Hatcheries  
11239 Other Poultry Production  
112391 Combination Poultry and Egg Production  
112399 All Other Poultry Production

### **1124 Sheep and Goat Farming**

11241 Sheep Farming  
112410 Sheep Farming  
11242 Goat Farming  
112420 Goat Farming

### **1129 Other Animal Production**

11291 Apiculture  
112910 Apiculture  
11292 Horse and Other Equine Production  
112920 Horse and Other Equine Production  
11293 Fur-Bearing Animal and Rabbit Production  
112930 Fur-Bearing Animal and Rabbit Production  
11299 All Other Animal Production  
112991 Animal Combination Farming  
112999 All Other Miscellaneous Animal Production

## **115 Support Activities for Agriculture**

1151 Support Activities for Crop Production  
11511 Support Activities for Crop Production  
115110 Support Activities for Crop Production  
1152 Support Activities for Animal Production  
11521 Support Activities for Animal Production  
115210 Support Activities for Animal Production