

Remote Inspection Guidelines

Before making arrangements for a remote inspection, be sure you're eligible to participate by reviewing our Remote Inspection Policy. If you are, then use these checklists to ensure a rigorous inspection.

INSPECTOR CHECKLIST

Before the Inspection:

- Settle on which [video tool](#) to use for the remote inspection in consultation with the farmer.
- Print and review the [Inspection Worksheets](#), and if necessary, the [Microgreen supplement](#).
- Research the farm:
 - View their [profile/application](#) on the CNG website
 - Look at their website and social media accounts (if any)
 - Learn about their geographic region and what they are growing
- Review the farmer's list of Farm Inputs to determine if they're allowed, and/or whether there may be less impactful or more effective approaches to the challenges they're meant to address.
- Review an advanced version of the [CNG Inspection Handbook](#). Most of the content will apply to your remote inspection.
- After doing your research and reviewing the inspection worksheets, ask the farmer for any additional information about the farm that you would find helpful. For example records, pictures of inputs, seeds, etc.

During the Inspection:

- Review the list of Inputs together.
- Ask to “view” any aspect of the operation about which you have questions, concerns, or enthusiasm. This is an opportunity to share in both directions!
- Share any insights or suggestions to help the farmer set Sustainability Goals and/or make improvement in particular practices.

After the Inspection:

- Farmer and Inspector should both take notes on what worked well, what didn't work, and what advice you'd offer to improve the process.
 - How well was the inspector able to assess the farmer's practices compared to an in-person inspection?
 - Would any additional guidance have helped improve the process?
- Complete the worksheets and return directly to CNG using the contact information on the last page.
- If everything checks out, CNG staff will arrange to get the farmer's signature on the summary report.

FARMER CHECKLIST

Before the Inspection:

- FIRST: Do a quick test run video call *on the farm* with a friend or family to be sure you can get a good connection. Without this connection, a video inspection can't happen.
- Settle on which [video tool](#) to use for the remote inspection in consultation with the inspector.
- Contact your inspector to choose a [video tool](#) and set a date and time for the inspection
- Review the [Inspection Worksheets](#) and prepare to answer questions/provide video evidence
- Print and complete page 2 (Farm Inputs) of the Inspection Worksheets. Sign the list of inputs and share with your inspector at least one day before your inspection, either by scan/email or taking a photo and texting it. Otherwise the information will have to be conveyed verbally during the inspection.
- Document your seeds purchased, and identify a way to share this information with the inspector either before or during the inspection.
- Review an advanced version of the [CNG Inspection Handbook](#). Most of the content will apply to your remote inspection.
- Provide the inspector with any additional information requested.
- Think ahead about what path you'll follow to show the inspector your farm.
- Consider asking a friend or family member to hold the phone during the inspection, so you can focus on the dialogue and answering questions.
- Be sure the phone is fully charged. Carry portable battery charger pack if you have one.

During the Inspection:

- Walk through your operation showing the inspector your growing area/s, sharing openly, and answering questions.
- Review the list of inputs together.

After the Inspection:

- Take notes on what worked well, what didn't work, and what advice you'd offer to improve the process.
 - How well was the inspector able to assess the farmer's practices compared to an in-person inspection?
 - Would any additional guidance have helped improve the process?

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