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| Type of document: | FSC International Standard |
| Scope: | International |
| Status of document: | Draft 3.0 |
| Date: | 10-MARCH-2003 |
| Deadline for comments: | 10-APRIL-2003 extended to 10 MAY 2003 |
| Body responsible for drafting: | FSC Policy and Standards Unit |
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| Title: | FSC chain of custody standard for chip and fibre material and products |
| FSC reference code: | FSC-STD-40-001 (draft 3.0) |

Foreword

This standard has been developed to allow companies manufacturing or trading wood chip and fibre material and/or products to:

- Control the sourcing of their raw materials;
- Monitor the use of those materials within specified products;
- Demonstrate to their customers, whether business, government or end consumer; that they operate responsible sourcing policies;
- Make on product claims using the FSC trademarks to promote their products.

Compliance with this standard allows a company to monitor its sourcing of all wood and wood fibre, whether it is fresh (virgin) or reclaimed. Compliance with this standard provides a consistent, international basis for making on-product claims about the quality of forest management for production of wood and fibre in a product, and the recycled- or reclaimed-content of any wood or fibre products produced.

Compliance with this standard is a prerequisite for a manufacturer's use of any FSC trademarks on their products.

This standard is designed to replace all the requirements of the current 'FSC policy for percentage-based claims' (May 2000), and the requirements of Part 3.6 of the FSC Accreditation Manual (February 2002).

The standard includes a number of new elements. These are:

- Additional controls over the non-certified proportion of wood included in FSC-labelled products;
- Revised definitions of grades, qualities and types of recycled, reclaimed/ rediscovered and non-wood material;
- Clear definitions of 'batches' and 'product lines';
- Requirements for the measurement of product content on the basis of batches of up to one month's duration;
- New rules for the use of the FSC logo on products containing up to 100% recycled or reclaimed/rediscovered material;
- More flexible rules for on-product statements, with the option of following the ISO 14021 standard for self-declared environmental claims.

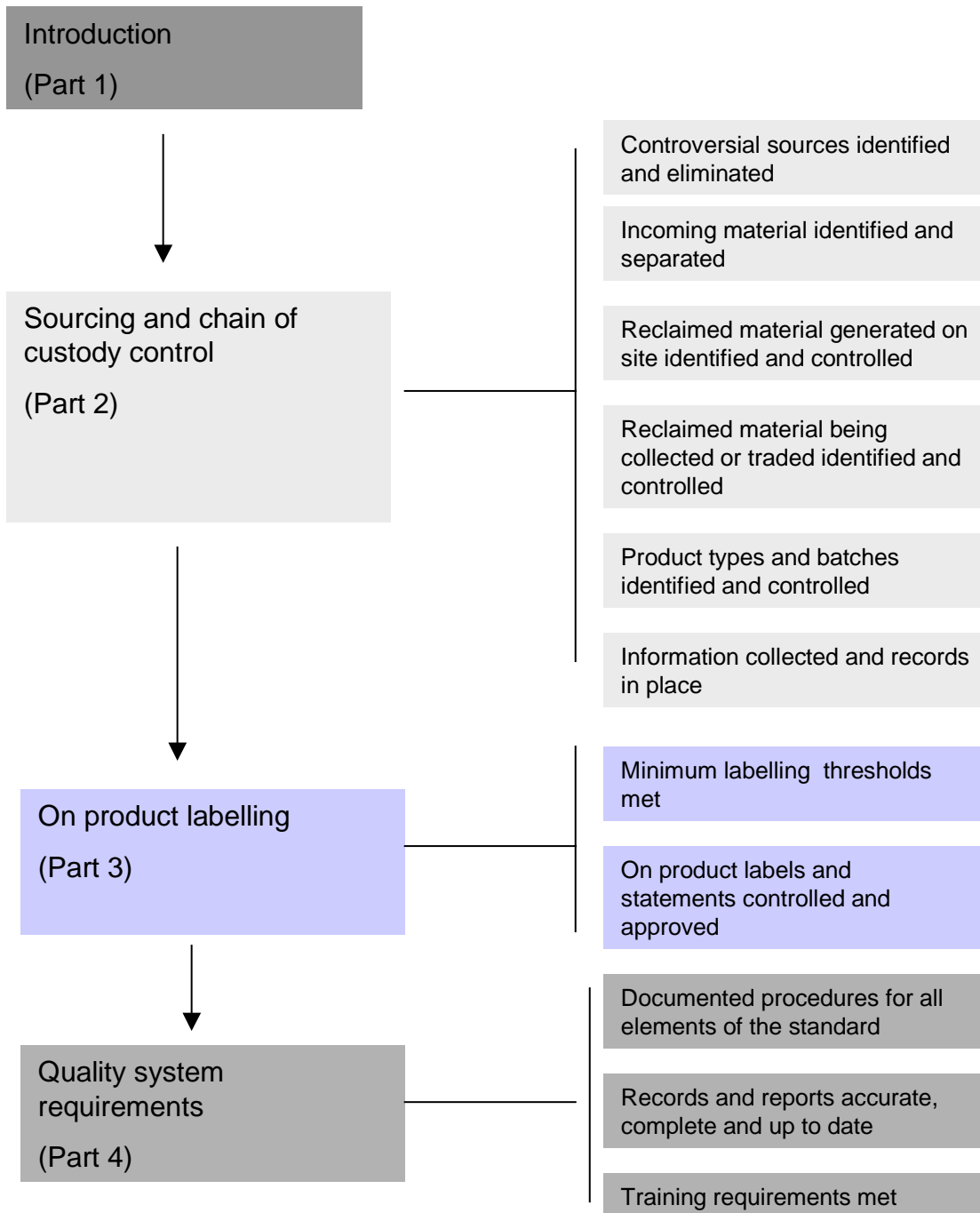
Note to this draft:

1. A study of logo and options for on-product statements for use with this standard is currently underway (February-April 2003). This will present the options for use of a modified logo and/or clear reclaimed/recycled statements on products carrying low or no FSC-certified virgin material and a high proportion of certified post-consumer reclaimed material. A final decision on logo/statements will be taken by the FSC Board after consultation with stakeholders and when this standard is finalised.

2. A number of threshold options (Section 3, 17) have been presented and discussed with stakeholders during the course of drafting this standard. A brief overview of some of those options and their implications is included as a separate note. A final decision on the thresholds will be taken by the FSC Board after consultation with stakeholders and when this standard is finalised.

3. To facilitate compliance with provision part 2, 5.2.1.d, FSC is developing an international standard for 'legal compliance' in forest management. For further information please contact Sofia Ryder at sryder@fscoax.org. Until this standard is available measures will be taken to avoid virgin raw wood/fibre materials that have been illegally harvested.

Overview of the FSC chain of custody standard for chip and fibre material and products



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Part 1: Introduction

1 Scope

- 1.1 This standard may be used by all manufacturers of wood chip and fibre products that want to demonstrate that their wood/fibre supplies are responsibly sourced, with a view to promoting their products using the FSC trademarks.
- 1.2 This standard may be used by companies using reclaimed (sometimes referred to as recycled) wood and fibre, as well as those collecting or trading in reclaimed wood and fibre.

2. References

- 2.1 FSC-STD-30-001 Forest Stewardship Council Principles and Criteria of Forest Stewardship (2000).
- 2.2 ISO standard 14021 Environmental labels and declarations – self-declared environmental claims (type II environmental labelling) (1999).

3 Terms and definitions

Only the key definitions which are required to understand the essential meaning of this standard are presented below. Additional definitions are listed alphabetically in Annex 1.

- 3.1 **Batch.** An identifiable set of products manufactured during a specified division of a production process (e.g. 1 day of production; 30 days of production; 100 consecutive products coming off a production line).
- 3.2 **Chip and fibre products.** All products that use input-wood that has been chipped or defibrillated. Such products include pulp, paper, cardboard, particleboard, fibreboard, OSB, MDF, animal bedding and chipboard, but not plywood.
- 3.3 **Fresh wood.** Wood, whether in the form of roundwood, sawnwood, or industrial co-products or by-products which are traceable to forest sources. May be referred to as 'virgin' wood.
- 3.4 **FSC batch period.** The length of a batch defined specifically for purpose of FSC chain of custody control. An FSC batch may not exceed 31 days of production.
- 3.5 **FSC-certified fresh wood.** Fresh wood sold as 'FSC-certified' by the holder of a valid FSC chain of custody or joint forest management and chain of custody certificate.
- 3.6 **FSC claim period.** The FSC claim period is the period for which the minimum percentage(s) of material content to be quoted on an on-product label or other claim is calculated. The FSC claim period may not be shorter than the FSC batch period, and may not exceed 12 calendar months. The FSC claim period may be the same length or longer than the batch period.
- 3.7 **FSC product group.** A set of similar products or product lines which share the same set of input materials in approximately the same proportions, and which are grouped together by a manufacturer for the purpose of FSC chain of custody control and labelling. Product groups may be more or less narrowly defined. Examples of product groups could include: a range of furniture made of wood of a single species; a particular furniture item (e.g. a desk) made according to a single specification; a range of paper items made with the same paper stock; a variety of dimensions of sawnwood of a single species.
- 3.8 **Non-industrial salvaged wood.** Wood that has been unavoidably felled (accidentally or intentionally) for reasons other than obtaining its lumber, or which was felled for its lumber

and subsequently lost or abandoned, and which has never been subject to industrial processing. Examples include lake/river salvage, wood from orchard clearance, wood from conversion of agricultural to urban land, wood from road clearance, storm damaged wood and urban harvested wood. For the purposes of FSC chain of custody control and labelling non-industrial salvaged wood is considered as virgin wood/fibre.

- 3.9 **Percentage based claims policy.** FSC's policy covering requirements and definitions relating to chain of custody use of the FSC Logo. The first Policy for Percentage-Based Claims came into effect in October 1997. The subsequent version came into effect on 15th May 2000.
- 3.9 **Post-consumer reclaimed wood/fibre.** Wood and/or fibre that is reclaimed from a product after that product has been used for its intended end-use¹ purpose by individuals or businesses, and has reached the end of its useful life for that end-use. The category does *not* include over-issue publications, printers' scrap, or other sources which are part of the value-added or retail process. Categories of post-consumer reclaimed wood/fibre materials are provided in annex 5 and 6.
- 3.10 **Pre-consumer reclaimed wood/fibre.** Wood and/or fibre that is reclaimed from a product, by-product or co-product during or after manufacture which cannot be re-used on-site in the same manufacturing process and which is reclaimed before the product reaches the end-consumer. Categories of pre-consumer reclaimed wood/fibre provided in annex 5 and 6. Pre-consumer reclaimed wood fibre does *not* include mill-broke, trim and scrap which may be re-used on-site in the same manufacturing process.
- 3.11 **Reclaimed material.** Material that would have otherwise been disposed of as waste but has instead been collected and reclaimed as a material input, in lieu of new primary material, for reuse, recycling, re-milling or manufacturing process.
- 3.12 **Recycled material.** Material that has been reprocessed from reclaimed material by means of a manufacturing process and incorporated into a final product.
- 3.13 **Wood chip and fibre.** Wood that has been chipped or defibrillated

¹ Refer to guidance note for examples of end uses

PART 2: Sourcing and chain of custody control systems

4 Responsibilities

- 4.1 The company shall appoint one person as having overall responsibility for the company's compliance with all aspects of this standard.
- 4.2 All personnel (employees and contractors) shall know and understand their specific responsibilities in order to implement all the requirements of this standard.

5 Wood/fibre sourcing

- 5.1 For the purposes of chain of custody control and product labelling, the company shall adopt and use the definitions of materials (e.g. pre-consumer reclaimed wood/fibre, post-consumer reclaimed wood/fibre, etc.) as specified in this standard.
- 5.2 The company shall have a written, publicly available policy for sourcing all of its virgin wood and/or fibre requirements that includes the following commitments:
 - 5.2.1 to avoid using virgin wood/fibre that is:
 - a. harvested from areas where traditional or civil rights are violated;
 - b. from uncertified old-growth forests;
 - c. from genetically modified (GM) trees;
 - d. illegally harvested²;
 - 5.2.2 to identify all its sources of virgin wood/fibre with sufficient resolution to demonstrate compliance with these specifications.
 - 5.2.3 to stop purchasing virgin wood from any suppliers that cannot demonstrate their compliance with these specifications to the company's satisfaction.
- 5.3 The company shall publish annual, publicly available reports on the origin³ of all virgin wood/fibre used in its products which provide sufficient information to demonstrate how the company ensures compliance with these policy commitments.

Supply specifications for virgin material

- 5.4 The company shall require all suppliers of virgin wood/fibre to make a signed declaration to the effect that the supplier shall not supply any wood/fibre from the four categories specified in para. 5.2.1, above. The company shall make the contract to supply material dependent on the supplier's compliance with these specifications.
- 5.5 The company shall include in its written specifications for purchase of all FSC-certified materials that:
 - a. the material is FSC-certified;
 - b. the material is covered by a valid FSC chain of custody or joint forest management and chain of custody certificate;
 - c. the shipping documentation and invoices issued for the material quote the supplier's FSC-certificate registration code.

² To facilitate compliance with this provision FSC is developing an international standard for of 'legal compliance' in forest management. For further information please contact Sofia Ryder at sryder@fiscoax.org. Until this standard is available companies shall use their own best efforts to ensure that wood is not from illegally harvested sources.

³ i.e. species and geographic areas

Supply specifications for reclaimed material

- 5.6 The company shall include in all of its written specifications for purchase of all reclaimed material that:
- a. the material is correctly described in accordance with the definitions for pre- and/or post- consumer reclaimed material as specified in this standard;
 - b. all post-consumer reclaimed wood/fibre is independently verified with respect to its quantity and compliance with the specified definition of post-consumer reclaimed material⁴;
 - c. the shipping documentation and invoices issued for the material quote the supplier's certificate registration code or equivalent proof of independent verification.

6 Companies generating reclaimed material on-site

- 6.1 If the company generates material on-site, which it wishes to reclaim as raw material for further processing or for sale, the company shall allocate the material to the correct category as:
- a. FSC-certified virgin wood/ wood fibre, or
 - b. non-FSC-certified virgin wood/ wood fibre, or
 - c. post-consumer reclaimed wood/ wood fibre, or
 - d. pre-consumer reclaimed wood/ wood fibre.
- 6.2 The company shall define procedures and/or work instructions for the collection and storage of reclaimed material. The category to which the material belongs shall be clearly identified.
- 6.3.1 If it is not possible to separate post- consumer reclaimed material generated on site then all the material shall be classified as pre-consumer reclaimed wood/wood fibre.
- 6.3.2 Co-products and by-products derived from FSC-certified raw material are eligible for FSC claims as 'FSC-certified fresh wood/fibre', following the normal requirements for chain of custody control as specified in this standard.

7 Companies collecting or trading in post-consumer reclaimed material

- 7.1 Companies trading in post-consumer reclaimed material shall demonstrate that their supplier complies with the requirements specified in 7.2 below, and shall themselves meet all applicable requirements of this standard.
- 7.2 Companies that reclaim wood/fibre from consumers/end users shall be able to demonstrate to the certification body that all material claimed to be 'post-consumer' meets the definition of 'post-consumer reclaimed material' used for this standard.
- 7.3 If processing requires that materials in different categories (e.g. pre-consumer or post-consumer reclaimed material) are mixed, or if mixing is required to consolidate material prior to sale, then the requirements in this standard for chain of custody control on the

⁴ If the company is purchasing un-verified post-consumer reclaimed material, then it shall be able to demonstrate to the certification body that all material claimed to be 'post-consumer' meets the definition of 'post-consumer reclaimed material' used for this standard (see 7).

basis of batches shall be applied, and 'percentage-based claims' may be calculated accordingly for the reclaimed material⁵.

- 7.4 If a company processes pre-consumer or post-consumer reclaimed material prior to resale, the material may maintain its status as pre- or post- consumer material as applicable.

8 Receipt of materials

- 8.1 The company shall check on arrival all material that has been supplied as FSC-certified material to ensure that it is identifiable as such and is accompanied by shipping documents that include a valid FSC chain of custody certificate number.

- 8.2 The company shall check on arrival all material that has been supplied as post-consumer reclaimed material to ensure that it is identifiable as such and is accompanied by shipping documents that include a valid certificate number or equivalent identification as post-consumer reclaimed material.

- 8.3.1 Material in each of the following categories shall be stored separately and/or be clearly identified as to which category or categories it belongs:

- a. FSC-certified virgin wood/ wood fibre
- b. non-FSC-certified virgin wood/ wood fibre
- c. verified⁶ post-consumer reclaimed wood/ wood fibre
- d. other reclaimed wood/ wood fibre

- 8.3.2 For the purposes of FSC chain of custody control and labelling the company may allocate wood by-products and co-products, non-industrial salvaged wood and pre-consumer reclaimed wood/ wood fibre to the 'non-FSC certified fresh wood/ wood fibre' category or to the 'other reclaimed wood/ wood/fibre' category, as it prefers.

9 Specification of FSC product groups, batches and claim periods

- 9.1 The company shall define and list all the FSC product groups (see definition) that the company wants to be included in the scope of its FSC chain of custody control system. This list shall be referred to as the company's FSC product group list.

- 9.2 The company's FSC product group list shall be kept up-to-date at all times, and shall be publicly available.

- 9.3 For each product group on the FSC product group list the company shall specify an FSC batch period⁷.

- 9.4 For each product group on the FSC product group list the company shall specify the FSC claim period⁸.

10 General information collection and records

- 10.1 The company shall collect and record the following information with sufficient frequency to provide accurate and up-to-date summaries on at least a monthly basis:

⁵ This requirement would apply, for example, to de-inking plants that mix pre- and post-consumer reclaimed material prior to sale.

⁶ If the company is purchasing un-verified post-consumer reclaimed material and wishes it to be considered 'post-consumer', then the company shall be able to demonstrate to the certification body that all material claimed to be 'post-consumer' meets the definition of 'post-consumer reclaimed material' used for this standard (see Part 2, 7).

⁷ Up to a maximum period of 31 days.

⁸ Up to a maximum period of 12 calendar months.

- I. Quantity of the following materials received as stock for use in production
 - a. FSC-certified virgin/fresh wood/ wood fibre
 - b. non-FSC-certified virgin/fresh wood/ wood fibre
 - c. verified post-consumer reclaimed wood/ wood fibre
 - d. other reclaimed wood/ wood fibre

- II. Quantity of the following materials used for processing
 - a. FSC-certified virgin/fresh wood/ wood fibre
 - b. non-FSC-certified virgin/fresh wood/ wood fibre
 - c. verified post-consumer reclaimed wood/ wood fibre
 - d. other reclaimed wood/ wood fibre

- III. Quantity of all products produced using the materials specified above

11 FSC product information collection and records

- 11.1 For each product group on the FSC product group list the company shall record the quantity of material used in production with sufficient accuracy to provide accurate and up-to-date summary information on the content of the following materials in each batch on at least a monthly⁹ basis:
 - a. FSC-certified virgin wood/ wood fibre
 - b. non-FSC-certified virgin wood/ wood fibre
 - c. verified post-consumer reclaimed wood/ wood fibre
 - d. other reclaimed wood/ wood fibre

- 11.2 All products in FSC product groups shall be identifiable with an FSC batch number which is unique to the FSC batch in which the product was produced. Identification may be achieved by permanent or temporary physical marking.

⁹ Companies may collect this information on a more frequent basis, but monthly summaries shall be prepared to facilitate inspection by the certification body.

12 Sales invoices

- 12.1 All invoices issued for sales of products on the FSC product group list shall include the following information:
- a. the name and address of the buyer
 - b. the date on which the invoice was issued
 - c. description of the product which is the same as the description of the same product on the FSC product group list.
 - d. the quantity of the products sold
- 12.2 All invoices issued for sales of products containing FSC-certified fresh (virgin) or post-consumer reclaimed material after the issue of the FSC chain of custody certificate shall include:
- a. the correct chain of custody certificate registration number issued by the certification body
 - b. the percentage of FSC-certified and/or verified post-consumer reclaimed material claimed for the product, as applicable
 - c. reference to the product's FSC-batch and/or to related shipping documentation, sufficient to link the invoice to the goods received by the customer.

13 Shipping documentation

- 13.1 If the FSC-certified products are shipped separately to the sales invoice, then the products shall be accompanied by shipping documentation which shall include the following information:
- a. the name and address of the buyer
 - b. the date on which the invoice was issued
 - c. a description of the product which is the same as the description of the same product on the FSC product group list.
 - d. the quantity of the products included in the shipment
 - e. reference to the sales invoice for the products delivered, sufficient to link the goods shipped to the specific invoice for the goods.
- 13.2 Shipping documents issued for deliveries of products containing FSC-certified fresh (virgin) or post-consumer reclaimed material after the issue of the FSC chain of custody certificate shall include:
- a. the correct chain of custody certificate registration number issued by the certification body
 - b. the percentage of FSC-certified and/or verified post-consumer reclaimed material claimed for the product, as applicable

14 Use of the FSC logo

- 14.1 The company may make factually correct statements referring to its purchasing policies and/or use of FSC-certified material in business to business communications.
- 14.2 The company shall not use the FSC logo on-product unless the company's chain of custody certificate specifies that the company complies with Part 3 of this standard.

PART 3: On-product labelling

Companies are not required to comply with Part 3 of this standard unless they wish to use the FSC Trademarks (i.e. the name 'Forest Stewardship Council', the initials 'FSC', and/or the FSC 'tickmark' logo) on their products, or to make other public claims relating to their use of FSC-certified materials.

15 Approval of proposed on-product labels

- 15.1 The company shall seek and receive approval from its FSC-accredited certification body for every on-product label and/or off-product claim that makes use of the FSC Trademarks, prior to the labels or material being printed.
- 15.2 The company shall keep all the records of the certification body's approvals.

16 Eligibility for on-product use of the FSC Trademarks

- 16.1 Products are eligible for on-product use of the FSC Trademarks if:
- a. the company complies with Part 2 of this standard, AND,
 - b. the product is included in a product group on the company's FSC product group list; AND,
 - c. the product is part of a batch which complies with the requirements for content as specified below.
- 16.2 Companies may apply the FSC Trademarks to eligible products subject to compliance with Part 3 of this standard, and information to this effect being included in their chain of custody certificate by an FSC-accredited certification body.

17 Minimum content thresholds for FSC-labelling¹⁰

- 17.1 For the purposes of FSC-labelling two categories of material are recognised:
- a. FSC certified virgin wood and/or wood fibre
 - b. verified post-consumer reclaimed wood and/or wood fibre
- 17.2 Products are eligible for labelling with the FSC trademarks if:
- a. at least 30%¹¹ of the total fibre in the product is FSC certified virgin AND/OR verified post-consumer reclaimed;
 - b. at least 10% of the material in each batch (i.e. up to 31 day period) is FSC certified virgin and/or verified post-consumer reclaimed.
- 17.3 The percentage content of FSC material that may be claimed on the product label shall be calculated as a rolling mean of the content in each FSC batch period, from the date of issue of the FSC chain of custody certificate to the date on which a claim is made, up to but not exceeding the length of the FSC claim period.

Example: For a particular product group the FSC batch period is specified at one calendar month and the FSC claim period is specified at 12 calendar months. The percentage

¹⁰ A brief overview of some of those options and their implications is included as a separate note. A final decision on the thresholds will be taken by the FSC Board after consultation with stakeholders and when this standard is finalised.

¹¹ In line with the May 2000 FSC policy on percentage based claims, and the concept of continuous improvement, the percentages and minimum thresholds set in this policy will be reviewed in 2005. FSC reserves the right to change the thresholds and will provide appropriate notice of any changes.

content that may be claimed at any time is the average content from the previous 12 one-month batches. If the first claim is made after 3 months, then the percentage content that may be claimed is the average (mean) for the previous 3 one-month batches. The company may not make any on-product claim based on future predictions of purchases of FSC-certified material which exceed the average content actually achieved to date.

18 On-product use of the FSC logo

18.1 All on-product uses of the FSC logo shall comply with the technical guidelines as specified in Annex 1 of the FSC Logo Guide for Certificate Holders (2000), and with the following requirements:

- a. the FSC logo shall be at least 10mm in size, from the top of the 'tickmark' to the bottom of the lettering;
- b. there shall be no text or other graphic within the exclusion zone indicated by the dashed line around the copy of the logo;
- c. the colour and contrast of the logo shall ensure that the image is clear and distinct;
- d. there shall be no changes to any of the design elements of the logo, including the copyright symbol, lettering, thickness and ratio of height to width.

18.2 All on-product uses of the FSC logo shall include:

- a. the FSC copyright claim 'FSC Trademark © 1996 Forest Stewardship Council A.C.';
- b. the correct chain of custody certificate registration code issued by the company's FSC-accredited certification body;

18.3 "FSC trademarks shall not be permitted on-product, in association with the logos, names or other identifying marks of forest conformity assessment schemes whose standards do not comply with the Forest Stewardship Council Principles and Criteria of Forest Stewardship and other relevant FSC standards of forest auditing."

18.4 If the FSC-accredited certification body's own name, logo or identifying marks are used on a product, then the FSC logo shall also be used. The FSC logo shall be no smaller than the certification body's own logo.

19 On-product claims using the FSC trademarks

19.1 All uses of the FSC Trademarks on-product shall be accompanied by a clear statement of the minimum percentage content of FSC-certified virgin wood/fibre, and/or independently verified post-consumer reclaimed wood/fibre, measured over the FSC claim period specified for that product group. For products containing mixtures of fresh and reclaimed material the company shall specify the minimum percentage of each category as a percentage of the total weight or volume of wood/fibre in the product¹².

19.2 The minimum percentages claimed by the company may not be less than the minimum percentages specified in paragraph 17.2 above. The company may claim higher percentages if it achieves these for the claim period.

19.3 All on-product uses of the FSC trademark shall be accompanied by an explanatory statement, which shall comply with the requirements of paragraph 5.7 of ISO standard

¹² Guidance is given in Annex 5 on use of FSC logo and statements associated with this standard

Claims of sustainability

- 19.4 Companies shall not make claims referring to the sustainability of the product, or the forest from which the wood/fibre is sourced, as this does not comply with ISO requirements. “The concepts involved in sustainability are highly complex and still under study. At this time there are no definitive methods for measuring sustainability or confirming its accomplishment. Therefore, no claim of achieving sustainability shall be made” (ISO 14021 (1999) paragraph 5.5).
- 19.5 Companies may use the terms ‘well-managed’ or ‘responsibly managed’ to refer to forests that are FSC-certified.

20 Control of labelling

- 20.1 The company shall have written procedures and/or work instructions which ensure that if the content of the material in any batch falls below the minimum FSC-requirements specified in section 17, above then the FSC trademarks shall not be used on the products within that batch.

¹³ In case of doubt an FSC-approved ‘on-product statement’ may be used.

PART 4: Quality system requirements

21 Documented procedures

- 21.1 The company shall have written procedures and/or work instructions covering all the elements specified in this standard.
- 21.2 Procedures/work instructions shall include identification of the person (i.e. job position) responsible for implementing the procedure and/or work instruction.

22 Records and reports

- 22.1 The company shall maintain accurate, complete, up-to-date and accessible reports including:
 - a. an annual report of all sources of wood purchased, sufficient to demonstrate compliance with the requirements of the company sourcing policy in section 5 of this standard;
 - b. monthly summary information showing the quantities of FSC-certified fresh wood/fibre, non-FSC-certified fresh wood/fibre, post-consumer reclaimed wood/fibre and other reclaimed wood/wood fibre material:
 - i. received as stock for production;
 - ii. used for processing;
 - c. monthly summary information showing the quantity of all products produced using the materials specified in b);
 - d. monthly summary information for each FSC product group showing the quantity of each category of material in b) used for each batch of production;
 - e. the value of FSC-certified material purchased over the previous year;
 - f. the value of FSC-labelled products sold over the previous year.
 - 22.2 Retention times for all records shall be specified by the company and shall be at least 24 months.
- ### **23 Training**
- 23.1 The company shall specify the training requirements for all staff as required to implement this standard.
 - 23.2 Training shall be provided to all staff as specified.
 - 23.3 The company shall keep records of the training provided to staff in relation to implementation of this standard.

Assembled product. Products that are constructed from two or more pieces of solid wood, assembled together to form another product. Examples include furniture, shelving units, musical instruments, plywood, laminated veneer lumber, blockboard. Assembled products may also contain components of chip and fibre products.

Areas where traditional or civil rights are violated. Areas where there is a clear demonstration of violation of traditional, customary or civil rights, or of serious extant disputes with indigenous peoples or other social stakeholders, involving confrontation or violence.

Batch. An identifiable set of products manufactured during a specified division of a production process (e.g. 1 day of production; 30 days of production; 100 consecutive products coming off a production line).

Batch number. The number assigned to a batch, which serves to identify all the products produced within that batch.

By-product. Material produced as the unavoidable result of processing, but the production of which is not of itself an objective. It is usually an objective of manufacturing to minimise the amount of by-product produced.

Chain of custody. The path taken by raw materials, processed materials and products, from the forest to the consumer, including all successive stages of processing, transformation, manufacturing and distribution.

Chip and fibre products. All products that use input-wood that has been chipped or defibrillated. Such products include pulp, paper, cardboard, particleboard, fibreboard and chipboard.

Co-product. Material produced as an intentional and useful result of processing, but the production of which is not the primary objective (see also by-product). A by-product may come to be considered a co-product if a reliable and valued market for the material develops.

De-inked fibre. Fibre which has been processed in a de-inking pulp mill to remove ink and other undesirable materials through mechanical, chemical, washing and/or bleaching processes so that the remaining fibre can be used to make new paper. De-inked fibre may be a mixture of pre- and post-consumer origin.

Fresh wood fibre. Fibre from fresh wood. May be referred to as 'virgin fibre'.

Fresh wood. Wood, whether in the form of roundwood, sawnwood, or industrial co-products or by-products which are traceable to forest sources. May be referred to as 'virgin' wood.

FSC batch number. The number assigned to an FSC batch, which serves to identify all the products produced within that batch.

FSC batch period. The length of a batch defined specifically for purpose of FSC chain of custody control. The FSC batch may not exceed 31 days of production.

FSC-certified. A product, process or service that has been certified by an FSC-accredited certification body as being in compliance with an applicable FSC-endorsed standard.

FSC-certified fresh wood. Fresh wood sold as 'FSC-certified' by the holder of a valid FSC chain of custody or joint forest management and chain of custody certificate.

FSC claim period. The FSC claim period is the period for which the minimum percentage(s) of material content to be quoted on an on-product label or other claim are calculated. The FSC

claim period may not be shorter than the FSC batch specification, and may not exceed 12 calendar months. The FSC claim period may be the same length or longer than the batch specification.

FSC-eligible product groups. Product groups that are approved by an FSC-accredited certification body as being covered by the scope of a chain of custody certificate, AND which meet the minimum content requirements for FSC labelling.

FSC product group. A grouping of similar products specified by a manufacturer, which share the same set of input materials in approximately the same proportions. Product groups may be more or less narrowly defined. Examples of product groups include: a range of furniture made of wood of a single species; a particular furniture item (e.g. a desk) made according to a single specification; a range of paper items made with the same paper stock; a variety of dimensions of sawnwood of a single species.

FSC product group schedule. The list of all FSC product groups that the company wishes to be included within the scope of its FSC chain of custody certificate.

Genetically modified organism (GMO): Genetically modified organisms: biological organisms which have been induced by various means to consist of genetic structural changes (FSC Principles and Criteria, Feb 2000)¹⁴.

Genetically modified (GM) tree. GMO derived from a tree species.

Industrial by-products/co-products. The by-products or co-products of an industrial process.

Lake/river salvage. Logs/timber that sank to the bottom of a river or lake while being rafted (transported), and were subsequently abandoned.

Legally harvested wood. Wood that has been harvested in compliance with national regulations including the acquisition of the harvesting rights from the rightful owner, the harvesting methods used, and payment of all relevant fees and royalties.

Mill broke. Paper, paper trimmings or damaged paper arising at any point in the mill and suitable for re-pulping. This includes wet paper removed from the paper machine, faulty paper, and dry paper trimmings from production or on-site sheeting and converting operations.

Neutral material. A term no longer used for the purpose of FSC chain of custody and labelling standards. Non-wood plant fibre (cotton, rags, flax, straw, bagasse, etc.) is now considered to be in the same category as other non-wood materials such as metal, plastics, mineral fillers and brighteners, and is ignored for the purposes of FSC chain of custody control and labelling. Urban-harvested wood has been included in the 'pre-consumer reclaimed wood' category. Driftwood has been included in the 'non-industrial salvaged wood' category, which is treated *either* as (non-certified) fresh wood/fibre, *or* as pre-consumer reclaimed wood, as determined by the manufacturer for the purposes of FSC chain of custody control and labelling.

Non-industrial salvaged wood. Wood that has been unavoidably felled (accidentally or intentionally) for reasons other than obtaining its lumber, or which was felled for its lumber and subsequently lost or abandoned, and which has never been subject to industrial processing. Examples include lake/river salvage, wood from orchard clearance, wood from conversion of agricultural to urban land, wood from road clearance, storm damaged wood and urban harvested wood. For the purposes of FSC chain of custody control and labelling non-industrial salvaged wood is considered as virgin wood/fibre

¹⁴ This provision does NOT exclude traditional tree-breeding programmes. See FSC guidance on GMOs, Annex 3.

Non-wood fibre. Fibrous materials not consisting of or derived from the wood of trees. e.g. flax used in the manufacture of a board classed as a wood-based panel, or of a composite product. Non-wood fibre (and other non-wood materials such as metals, plastics, fillers, brighteners, etc.) is ignored for the purposes of FSC chain of custody control and labelling.

Off-product. Term applied to all statements, claims, trademarks and such like used to promote products, companies or organisations, but which are not physically attached or applied to a product itself.

Old-growth forest. Old-growth forests are highly natural forest ecosystems, often characterised by abundant mature trees, whose structure and composition is largely determined by natural ecological processes and which are relatively undisturbed by human activities other than low levels of hunting, fishing and harvesting of forest products, and sometimes with low density of shifting agriculture with long fallow periods.

On-product. Term applied to any label, packaging or marking attached or applied to a product. Examples of on-product labels or marks include product tags, stencils, heat brands, retail packaging for small loose products (such as pencils), protective packaging and plastic wrap.

Paper products. Products made from paper fibres such as tissue and packaging, as distinct from flat printing paper, office paper or newsprint.

Post-consumer reclaimed wood/fibre. Wood and/or fibre that is reclaimed from a product after that product has been used for its intended end-use purpose by individuals or businesses, and has reached the end of its useful life for that end-use. The category does *not* include over-issue publications, printers' scrap, or other sources which are part of the value-added or retail process. Categories of post-consumer reclaimed wood/fibre materials are provided in annex 5 and 6.

Pre-consumer reclaimed wood/fibre. Wood and/or fibre that is reclaimed from a product, by-product or co-product during or after manufacture which cannot be re-used on-site in the same manufacturing process and which is reclaimed before the product reaches the end-consumer. Categories of pre-consumer reclaimed wood/fibre provided in annex 5 and 6. Pre-consumer reclaimed wood fibre does *not* include mill-broke, trim and scrap which may be re-used on-site in the same manufacturing process.

Primary processing. For the purposes of FSC, primary processing means the sawmilling of logs.

Product. An item collected, manufactured or prepared for sale.

Reclaimed material. Material that would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and reclaimed as a material input, in lieu of new primary material, for reuse, recycling, re-milling or manufacturing process.

Reclaimed source. A company which has been independently certified as complying with the requirements of FSC-STD-40-003 FSC standard for the verification of sources of reclaimed wood and wood fibre (draft).

Reclaimed wood. Wood that has been reclaimed. Sources of wood for reclamation may be pre-consumer (pre-industrial or post-industrial) or post-consumer. For the purposes of this standard reclaimed wood does not include non-industrial salvaged wood.

Recycled material. Material that has been reprocessed from reclaimed material by means of a manufacturing process and incorporated into a final product.

Recycled fibre. Fibre which has been reclaimed from a previous product and reprocessed and incorporated into a new product. Sources of fibre for recycling may be reclaimed pre-consumer or reclaimed post-consumer material.

Salvaged wood. see non-industrial salvaged wood.

Sawmill co-products. A term used to refer to the by-products of primary wood processing. Wood material consisting of chips, slabs, sawdust and the like produced with the cutting of sawn wood from the roundwood log and used as materials for industrial processing or other commercial applications.

Sawn wood. Timber section produced by the lengthwise sawing of logs or solid wood of larger dimensions.

Solid wood products. Products that constitute a single, solid piece of wood, such as a log, beam, plank, or wooden spoon.

Urban harvested wood. Wood from trees grown in an urban setting, whole or parts of which are removed because the tree interferes with urban structures such as power lines; damages building foundations or sidewalks (pavements); is at the end of its natural life; poses a safety hazard; or is damaged or diseased.

Wood based panel (panelboard). Manufactured panel, board or sheet made primarily from wood particles, wood fibres or veneers whether or not cut to size and whether or not coated or surfaced.

Wood by-product (wood waste from secondary and subsequent processing facilities). Wood material in the form of sawdust, fibrous wood, solid wood off-cuts or composite wood off-cuts resulting from any wood transformation or manufacturing process after primary processing.

Annex 2 Sample company policy

“It is the policy of this company to avoid using wood that has been illegally harvested, and wood from genetically modified trees, from areas where traditional or civil rights are violated, and from uncertified old-growth forests.

“If it is demonstrated that this company is using wood from such sources, we will promptly take appropriate actions, including stopping purchases from such sources.

“This company is committed to making best efforts to identify the sources of wood used for products labelled according to the FSC rules, and to publish reports on the origin of materials used in the products affected with sufficient geographical resolution to ensure compliance with the policy.

“If it proves impossible to identify the origin of some of these raw materials, we are committed to replacing them with materials which can be sourced with confidence. We produce annual reports which describe our system for verifying and monitoring our sources, the proportions of raw materials which have not yet been verified, and the steps being taken to replace materials of unknown origin.”

Annex 3 FSC guidance on GMOs

An organism is any biological entity capable of replication or of transferring genetic material. Genetically modified organism (GMO) means an organism in which the genetic material has been altered in a way that does not occur naturally by mating and/or natural recombination or both.

Examples of genetic modification covered by this definition include the following:

- * Recombinant DNA techniques using viral or bacterial vector systems.
- * Techniques involving the direct introduction into an organism of heritable material such as DNA prepared outside the organism, including microinjection and micro-encapsulation.
- * Cell fusion (including protoplast fusion) or hybridisation techniques where live cells with new combinations of heritable genetic material are formed through the fusion of two or more cells by means of methods which do not occur naturally.

The following techniques are not considered to result in genetic modification, on condition that they do not involve the use of recombinant DNA molecules or GMOs as recipient or parental organisms:

- * in vitro fertilization,
- * conjugation, transduction, transformation or any other natural process,
- * polyploidy induction,
- * mutagenesis,
- * cell fusion (including protoplast fusion) of plant cells where the resultant organisms can also be produced by traditional breeding methods.

Clones, hybrids formed by natural processes, or the products of traditional tree breeding, selection, grafting, vegetative propagation or tissue culture are not GMOs, unless produced by GMO techniques.

This wording is adapted from EC definitions and Directive 90/220, and from a UK Government Health and Safety Executive publication on Contained Use of GMOs.

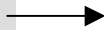
Annex 4 FSC Guidance on thresholds¹⁵

At least 30% of the **total** fibre in the product is FSC certified virgin **AND/OR** reclaimed

Examples

¹⁵ A final decision on the thresholds will be taken by the FSC Board after consultation with stakeholders and when this standard is finalised.

Post consumer sources wood/fibre
 Domestic Distribution, retail and industrial Demolition



Post consumer wood/fibre material
 Commercial transport packaging
 Computer print-outs
 Magazines, direct mail, home office materials, and boxes
 Old magazines from residential or office collections
 Old newspapers from residential or office collections
 Reclaimed household scrap paper and packaging, including old newspapers,
 Reclaimed office waste paper
 Used corrugated boxes
 Used tabulating cards

Pre consumer sources wood/fibre
 Primary manufacture
 Secondary manufacture
 Building sites



Pre consumer wood/fibre material
 All scrap generated during the intermediate steps in producing an end product by succeeding companies
 Bindery trim and scrap
 Forms conversion scrap
 Merchant return stock
 Obsolete inventories from distributors, printers, converters and others beyond the original manufacturer
 Over-issue publications
 Printers' scraps, preprinting, make-ready, overruns, errors, rejections
 Publisher overruns and returns
 Scrap from product manufacturing, including bag, box and carton manufacturing
 Scraps from converters, mail order houses, fulfillment, others in value-added chain
 Sheeting scrap from converters

Not accepted as reclaimed wood/fibre
 Butt rolls
 Dry paper trimmings from production or on-site sheeting and converting operations
 Faulty paper at the mill
 Fibrous byproducts of logging or sawmill operations
 Forest residues
 Materials and byproducts generated from, and commonly reused within, an original manufacturing process
 Mill broke, trim and scrap reused onsite in the same manufacturing process
 Obsolete inventories at the mill
 Sawdust (NB. In some cases sawdust is an important pre consumer material for reclaimed wood products but is not acceptable as a reclaimed material source for paper products)
 Sawmill offcuts
 Wet paper removed from the paper machine

Annex 6 FSC Guidance on categories of reclaimed wood material

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| <p>Post consumer wood sources</p> <p>Municipal Sources: Commercial (Retail, Office, Small Business)</p> <p>Construction and Demolition Debris¹</p> <p>Defibrillated and solid wood recovered from landfills, transfer stations, and Material Recovery Facilities (MRFs)²</p> <p>Industrial Packaging and Administrative wastes (Does not include process wastes)</p> <p>Institutional (Schools, Prisons) Residential (Single Family Homes, Multi-Family Dwellings)</p> | <p>Post consumer wood material</p> <p>Durable Commercial Transport Packaging- pallets, crates, cases, cable drums at the end of their useful life.³</p> <p>Construction and Demolition (C&D) Debris, including doors, flooring, old cabinets, mouldings, and dimensional lumber, discarded wood packaging e.g. pallets and cable drums.⁴ Wood reclaimed through 'Deconstruction' e.g. salvaged dimensional lumber and architectural elements.</p> <p>Damaged stock and rejected products — while normally regarded as pre-consumer— would be post-consumer if manufactured from post-consumer wood products, deconstructed building materials, or wood reclaimed from C&D debris.</p> <p>Used telephone poles, railroad ties, building materials, furnishings, cabinets, shop fittings, shelving etc. that have been used for their intended purpose by residential, commercial, or industrial consumers.</p> <p>Non- Durable Sawdust, off-cuts, shavings and other scrap generated during the re-milling of post-consumer wood products, deconstructed building materials, or wood reclaimed from C&D debris.</p> | <p>Not accepted as reclaimed wood material</p> <p>Industrial Industrial Scrap: A by-product of a given process which has properties allowing it to be reused on-site by being incorporated back into the same manufacturing process. Co-products: Material that is an intentional and useful result of processing, even if its production is not the primary objective.</p> <p>Forestry Waste Yarded Unmerchantable Material (YUM)⁶</p> |
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| <p>Pre consumer wood sources</p> <p>Non-Industrial Salvaged Wood Urban wood debris, wind-felled trees, orchard clearance etc.</p> <p>Municipal Sources: Commercial Institutional</p> <p>Industrial Sources: By-products (process waste) of primary manufacturing</p> <p>By-products from converters and secondary manufacturing</p> | <p>Pre consumer wood material</p> <p>Durable Damaged stock, rejected products, overstock, discontinued items not used for their intended purpose</p> <p>Non- Durable By-products, such as offcuts, shavings, sawdust, and scrap, when manufacturing and converting wood into products (NB. in some cases sawdust is not acceptable as pre consumer material for paper products).</p> <p>Essentially all scrap generated during primary and intermediate steps in producing an end product by succeeding companies is pre-consumer wood waste, whether fresh/virgin wood or non-industrial salvaged wood is used.</p> <p>Green Waste that includes prunings, trimmings (logs, branches etc.)⁵ Wood waste from landscaping businesses, tree trimmers (logs, branches, etc.)</p> | <p>NOTES</p> <p>¹ Construction and Demolition Debris is not considered "Municipal" waste in the US, but for the purposes of this standard FSC it will not be separated.</p> <p>² Wood Waste generated at MRFs, Landfills, and Transfer Stations originated from other municipal sources listed above, but is mentioned separately for clarification. This source will inevitably contain large amounts of pre-consumer wood.</p> <p>³ In the US, 'Durable Goods' are defined as products that have a life-span of three years or longer, but that distinction is not relevant for the purpose of this standard. Wood Transport packaging is more logically categorised as a durable good.</p> <p>⁴ C&D debris will inevitably contain some pre-consumer wastes, such as end cuts from dimensional lumber, flooring, and molding, and rejected building materials.</p> <p>⁵ Green Waste is largely comprised of grass clippings and is an unlikely source of material for chip and fibre products.</p> <p>⁶ US Term</p> |
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Additional annexes to be developed:

Annex 7: FSC Guidance on legal compliance