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# FSC STANDARD

## **FSC Standard for Sourcing Reclaimed Material for Use in FSC Product Groups or FSC-certified Projects**

FSC-STD-40-007 (Version 1-0) EN

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## FSC STANDARD FOR SOURCING RECLAIMED MATERIAL FOR USE IN FSC PRODUCT GROUPS OR FSC-CERTIFIED PROJECTS

### FSC-STD-40-007 (VERSION 1-0) EN

Approved November 2007  
46<sup>th</sup> meeting of the FSC Board of Directors

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The Forest Stewardship Council (FSC) is an independent, not for profit, non-government organization based in Bonn, Germany.

The mission of the Forest Stewardship Council is to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests.

FSC develops, supports and promotes international, national and regional standards in line with its mission; evaluates, accredits and monitors certification bodies which verify the use of FSC standards; provides training and information; and promotes the use of products that carry the FSC logo.

## **FOREWORD**

This standard has been developed by the FSC Technical Working Group for Chain of Custody in the course of the review of “FSC-STD-40-004 Version 1: FSC Chain of Custody Standard for Companies Supplying and Manufacturing FSC-certified Products” between October 2005 and October 2007.

It includes elements of FSC-STD-40-004 Version 1 and is intended to complement the new set of FSC Chain of Custody standards for those cases where organizations want to source non-certified reclaimed materials for use in an FSC-certified product according to “FSC-STD-40-004 Version 2: FSC Standard for Chain of Custody Certification” or in an FSC-certified project according to “FSC-STD-40-006: FSC Chain of Custody Standard for Project Certification”.

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## Scope and general

### A Scope

This standard stipulates good practices for specifying, purchasing and verifying reclaimed materials by an *organization* for the purpose of use in an FSC *product group* according to “FSC-STD-40-004 Version 2: FSC Standard for Chain of Custody Certification” or FSC-certified project according to “FSC-SD-40-006: FSC Chain of Custody standard for project certification”.

The document specifies the provisions for the definition and implementation of an *organization's* supplier audit programmed aiming at ensuring authenticity of supplied *reclaimed materials* regarding their material quantity, quality and compliance with FSC definitions and examples.

### B Status and effective date

#### B.1 Status

Approved by the FSC Board of Directors at their 46th meeting, November 2007.  
Applicable from the date of publication.

#### B.2 Effective dates<sup>1</sup>

Applicant *organizations* seeking FSC Chain of Custody Certification shall be assessed against this standard from 1<sup>st</sup> of January 2008 onwards.

FSC-certified *organizations* holding an FSC Chain of Custody Certificate shall be assessed against this standard from 1<sup>st</sup> of January 2009 onwards.

NOTE: FSC-certified *organizations* holding an FSC Chain of Custody certificate who wish to implement the requirements of this standard before their 2009 audit, shall revise their documented procedures and control systems and submit them to their FSC-accredited certification bodies for desk approval. Compliance will be then checked on-site at their next audit or, if the certification body deems it necessary, at a specific on-site audit before approval.

### C References

<b>Code</b>	<b>Version</b>	<b>Title</b>
<i>FSC-STD-40-004</i>	<i>2-0</i>	<i>FSC Standard for Chain of Custody Certification</i>
<i>FSC-STD-40-005</i>	<i>2-1</i>	<i>FSC Standard for Company Evaluation of FSC Controlled Wood</i>
<i>FSC-STD-40-006</i>	<i>1-0</i>	<i>FSC Chain of Custody Standard for Project Certification</i>

### D Terms and definitions

The definitions for key terms provided in “FSC-STD-40-004: FSC Standard for Chain of Custody Certification” apply.

NOTE: These terms are put in *italics* in this document.

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<sup>1</sup> The 'effective date' of a standard (version) specifies from which date onwards the (new version of a) standard must be implemented and – verified by the responsible conformity assessment provider – complied with by target users for the purposes specified by the 'scope' of the standard, thereby replacing any previous version of the standard (if not otherwise stated) or superseding other normative documents as specified by the standard.

## 1 Input specifications

- 1.1 The *organization* shall ensure that *inputs of non-certified reclaimed material* are described in purchase and delivery documentation in accordance with the examples provided in Annex I and II of this document.

## 2 Supplier audit program

NOTE: The *organization* may authorize an accredited certification body or other external party to specify and implement the audit program.

- 2.1 The *organization* shall identify and provide the rationale for the documents and other evidence required to demonstrate that supplied *reclaimed material* complies with the definitions of FSC-STD-40-004 and examples provided in Annex I and II of this document.
- 2.2 The *organization* shall specify and implement a regular (at least annual) supplier audit program to verify the authenticity of the specified and required documentation.
- 2.3 The *organization* shall specify the personnel (or positions) as well as the required qualifications and/or training measures to carry out supplier audits.

## 3 Supplier audits

- 3.1 Auditors shall demonstrate expertise and competence in implementing the *organization's* audit process in accordance with the outline given below.
- 3.2 The audit process shall include on site visits to supplier *sites*: the *organization* shall select and visit at least the square root of the number of supplier sites applying the formula  $y=0.8\sqrt{x}$  where 'y' is the number of sites to be visited, rounded up to the nearest whole number, and 'x' is the total number of supplier sites. The *organization* shall ensure that the selected sample of supplier *sites* is alternating and representative in terms of their:
- a) geographic distribution;
  - b) activities and/or products;
  - c) size and/or annual production.

NOTE: Supplier sites include any facility acting as physical point of delivery of the material received by the *organization*.

- 3.3 Supplier audits shall be conducted in a timely fashion after receipt of the *reclaimed material input*.
- 3.4 The auditor shall check and verify the authenticity of the specified and required documentation and other evidence regarding the supplied material quantity, quality and compliance with FSC definitions and examples.

## 4 Verification by the FSC-accredited certification body

- 4.1 The *organization* shall ensure that the required documents and other evidence are available for verification by the FSC accredited certification body.
- 4.2 All reports or records of supplier audits shall be maintained for at least 5 years and shall include the findings of the audit and the experience and qualifications of the personnel conducting the verification.
- 4.3 Reports or records of supplier audits shall be accessible to the FSC-accredited certification body and FSC-authorized personnel on request.

## ANNEX I: Examples of reclaimed WOOD material (Processed and manufactured wood)

<p><b>Post-consumer wood sources</b></p> <p><b>Municipal Sources</b></p> <p>Commercial (Retail, Office, Small Business);</p> <p>Construction and Demolition Debris;</p> <p>Defibrillated and solid wood recovered from landfills, transfer stations, and Material Recovery Facilities (MRFs)<sup>2</sup>;</p> <p>Industrial Packaging and Administrative wastes (does not include process wastes);</p> <p>Institutional (schools, prisons);</p> <p>Residential (Single Family Homes, Multi-Family Dwellings)</p>	→	<p><b>Post-consumer wood material</b></p> <p><b>Commercial Transport Packaging</b> including pallets, crates, cases, cable drums at the end of their useful life<sup>3</sup>;</p> <p><b>Construction and Demolition Debris</b><sup>4</sup> including doors, flooring, old cabinets, moldings, and dimensional lumber, discarded wood packaging e.g. pallets and cable drums. Wood reclaimed through "Deconstruction" e.g. salvaged dimensional lumber and architectural elements;</p> <p><b>Damaged Stock and Rejected Products</b> manufactured from post-consumer wood products, including deconstructed building materials, or wood reclaimed from construction and demolition (C&amp;D) debris;</p> <p><b>Used</b> 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>Off-cuts, shavings, sawdust and the like generated during the re-milling of post-consumer wood products, deconstructed building materials, or wood reclaimed from C&amp;D debris.</p>	<p><b>Not accepted as reclaimed wood material</b></p> <p><b>Wood material</b> in the form of off-cuts produced from virgin parent materials that are discarded by a primary or secondary production process but that has properties allowing it to be reused on site by being incorporated back into the same manufacturing process that generated it.</p> <p><b>Co-products</b> from virgin parent materials.</p> <p><b>Forestry Waste</b> Yarded Unmerchantable Material (YUM)<sup>5</sup></p>
<p><b>Pre-consumer wood sources</b></p> <p><b>Municipal Sources</b></p> <p>Commercial Institutional</p> <p><b>Industrial Sources</b></p> <p>Process waste from converters and secondary manufacturing onwards</p>	→	<p><b>Pre-consumer wood material</b></p> <p>Damaged stock, rejected products, overstock, discontinued items not used for their intended purpose;</p> <p>Offcuts, shavings, sawdust, and the like, generated during secondary manufacture or subsequent steps in manufacturing an end product.</p>	<p><b>NOTES</b></p> <p><sup>1</sup> Construction and Demolition Debris is not considered "municipal" waste in the US, but for the purposes of this standard it will not be separated.</p> <p><sup>2</sup> Wood Waste generated at MRFs, Landfills, and Transfer Stations originated from other municipal sources listed above, but is mentioned separately for clarification. This source may contain pre-consumer reclaimed wood.</p> <p><sup>3</sup> 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 categorized as a durable good.</p> <p><sup>4</sup> C&amp;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><sup>5</sup> Term used by the USDA Forest Service.</p>

## ANNEX II: Examples of reclaimed FIBER material (Paper production, printing and publishing)

<p><b>Post consumer fiber sources</b></p>   <p>Domestic; Distribution, retail and industrial; Demolition</p>	→	<p><b>Post consumer fiber material</b></p> <p>Commercial transport packaging</p> <p>Computer print-outs</p> <p>Magazines, direct mail, home office materials, and boxes</p> <p>Old magazines from residential or office collections</p> <p>Old newspapers from residential or office collections</p> <p>Reclaimed household scrap paper and packaging, including old newspapers</p> <p>Reclaimed office waste paper</p> <p>Used corrugated boxes</p> <p>Used tabulating cards</p>	<p><b>Not accepted as reclaimed fiber material</b></p> <p>Butt rolls;</p> <p>Dry paper trimmings from production or on-site sheeting and converting operations;</p> <p>Faulty paper at the mill;</p> <p>Forest residues, including fibrous material of logging operations;</p> <p>Materials generated from, and commonly reused within, an original manufacturing process;</p> <p>Mill broke, trim and scrap re-used onsite in the same manufacturing process;</p> <p>Obsolete inventories at the mill;</p> <p>Wet paper removed from the paper machine</p>
<p><b>Pre-consumer fiber sources</b></p>   <p>Secondary and subsequent manufacture; Building sites</p>	→	<p><b>Pre-consumer fiber material</b></p> <p>All scrap generated during the intermediate steps in producing an end product following <i>primary manufacturing</i> (i.e. post-mill);</p> <p>Bindery trim and scrap;</p> <p>Forms conversion scrap;</p> <p>Merchant return stock;</p> <p>Obsolete inventories from distributors, printers, converters and others beyond the original manufacturer;</p> <p>Over-issue publications;</p> <p>Printers' scraps, preprinting, make-ready, overruns, errors, rejections;</p> <p>Publisher overruns and returns;</p> <p>Scrap from product manufacturing, including bag, box and carton manufacturing;</p> <p>Scraps from converters, mail order houses, others in value-added chain;</p> <p>Sheeting scrap from converters</p>	