



Type of document:	RA Standard
Scope:	International
Status of document:	Draft for public consultation
Date of this version:	04 October 2007
Consultation period:	1 st December 2007 – 31 th January 2008
Approval body:	SW Certification Quality and Systems
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Title:	Rediscovered Wood Certification Standards
SW document code:	RW-01

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Introduction

The intent of this standard is to acknowledge, assess, and certify good practices for the recovery, recycling, and reuse of wood products. The following standards provide wood recovery operations and recyclers, landowners, the forest industry, scientists, environmentalists, and the general public with information on the criteria SmartWood auditors use in the evaluation of Rediscovered Wood operations (RWOs). These standards are for the evaluation of RWOs that are considered to recover wood from sources with lower environmental implications. Rediscovered Wood has a separate standard for the assessment of RWOs involved in the more environmentally sensitive recovery of underwater salvage¹. Recovered wood or fiber that qualifies as post-consumer reclaimed is covered under SmartWood's FSC Chain-of-Custody certification and is considered FSC-recycled. The sources covered in this document shall fall under the Rediscovered Wood categories defined in section D²:

The standards in this document are used as the basis for auditing RWOs to evaluate a variety of information on the source of Rediscovered Wood as well as the handling procedures once the wood has been recovered and during its transformation into final products. Once certification is awarded, annual auditing of RWOs is performed to ensure that products claimed as Rediscovered Wood certified and/or carrying the Rainforest Alliance Certified Seal (RAC seal) were actually produced with materials that fall under one of the Rediscovered Wood categories defined in section D. At the time of annual audits, source information is verified as well. It is required that all RWOs provide SmartWood with information on all new and existing sources as they become identified.

Public Comment

Organizations or individuals are encouraged to submit their concerns or comments regarding this standard to SmartWood (contact information above).

Note on the use of this standard

All aspects of this standard are considered to be normative, including the scope, standard effective date, references, terms and definitions, tables and annexes, unless otherwise stated.

Other notes

N/A

¹ Standards are available at www.smartwood.org.

² As determined by SmartWood Headquarters, some sources that fall under the listed categories that have increased environmental implications may be evaluated against more stringent principles and criteria not covered in this document.

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A Scope

This standard shall be applicable to all companies recovering and/or supplying or manufacturing reclaimed materials or products that wish to make claims (on or off product) about the Rediscovered Wood status of those products.

B Standard Effective Date

This standard shall be effective from 01 November 2007. All Rediscovered Wood certificate holders are required to comply with this standard by the normally scheduled 2008 annual surveillance audit.

C References

- RW-03 Rediscovered Wood Underwater Salvage Standard
- RW-04 Rediscovered Wood Source Information Form
- RW-05 Rediscovered Wood Percentage Policy

D Terms and Definitions

Rediscovered Wood Categories: the following categories of wood products are eligible for Rediscovered Wood classification and certification under the terms of this standard:

- Wood by-products from secondary manufacturers;
- Trees from (sub)urban areas (non-forest areas) that are dead, fallen, diseased, or a nuisance;
- Orchard trees that are unproductive and cut for replacement;
- Wood recovered from landfills.

CoC: Chain-of-Custody

RA: Rainforest Alliance

RAC Seal: Rainforest Alliance certified seal

RW: Rediscovered Wood

RWO: Rediscovered Wood operation that is or is becoming certified

SW: SmartWood

E Standards and Requirements

Part 1. Rediscovered Wood Eligibility and Recovery

1.1 Rediscovered Wood Classification

1.1.1 RWO systems shall ensure materials it reclaims for use as Rediscovered Wood qualify as coming from one of the RW categories defined in section D above.

1.1.2 RWO systems shall ensure materials obtained from suppliers and used as Rediscovered Wood qualify as coming from one of the RW categories defined in section D above.

1.2 Wood Recovery Source Information *(for each source)*

1.2.1 Each source of Rediscovered Wood shall be sufficiently documented to provide credible evidence that materials qualify as coming from one of the RW categories defined in section D above.

1.2.2. Source information including origin/recovery and classification under one of the RW categories defined in section D shall be demonstrated through the completion of the RW Source Information Form (Annex 3) or through equivalent documentation.

1.2.3 If Rediscovered Wood materials are purchased or obtained from a supplier, the RWO shall provide documented evidence that the source meets Rediscovered Wood requirements as defined in this standard.

1.2.4 A summary of the methods used for recovery of the Rediscovered Wood materials and potential impacts shall be developed and maintained.

1.3 Wood Recovery Impacts

1.3.1 Environmental impacts associated with recovery and on and off-site processing shall be identified and mitigated.

1.3.2 Worker safety conditions associated with the recovery operation shall meet legal requirements.

1.3.3 Any cultural, historic, or social impacts of the Rediscovered Wood recovery shall be identified/researched and reconciled.

1.4 Resource Rights and Use

1.4.1 All necessary documentation that accompanied the Rediscovered Wood source shall be in place, e.g., permits, deeds, demolition contracts.

1.4.2 Clear evidence of rights to the Rediscovered Wood source shall be demonstrated, e.g. permits, deeds, demolition contracts.

Part 2. Chain-of-Custody

2.1 Quality System

2.1.1 RWO shall define CoC system responsibilities and appoint staff positions, including the following:

- a) One overall responsible person shall be designated for the CoC control system;
- b) Individual responsible persons shall be designated for each part of the CoC control system (purchasing, processing, final storage, marking, sales documents, recordkeeping, etc.).

2.1.2 RWO shall develop and maintain up-to-date documented procedures and/or work instructions to ensure implementation of all applicable CoC standard requirements.

2.1.3 RWO shall develop and implement procedures for addressing non-conformances (corrective action requests, observations) identified by auditors.

2.1.4 RWO shall develop and implement procedures for internal auditing of its systems as related to CoC requirements in this standard and include the following:

- a) Documentation to show when audits take place and audit results;
- b) Provision for review of internal audit results by senior management staff; and
- c) Provision for internal audits to occur at least annually.

2.1.5 RWO shall develop training requirements and implement training as follows:

- a) All applicable staff and workers shall be trained according to the CoC procedures;
- b) Record shall be kept to demonstrate training has taken place.

2.1.6 RWO shall define and document the product that will be tracked as Rediscovered Wood.

2.1.7 RWO shall develop and maintain records to document quantities of Rediscovered Wood product for the following:

- a) Purchased as inputs/raw material;
- b) Used in production;
- c) Conversion factors;
- d) Inputs and final products in stock; and
- e) Final products sold with and without a Rediscovered Wood claim.

2.2 Purchasing and Receiving

2.2.1 If supplier is a Rediscovered Wood certificate holder, RWO shall verify the validity of the supplier's RW certificate.³

2.2.2 RWO shall verify that material purchased and received is consistent with Rediscovered Wood categories.

2.2.3 RWO shall store Rediscovered Wood material as separate, secure units.

2.2.4 RWO shall use a distinguishing mark to identify Rediscovered Wood material.

³ When supplier is not RW-certified, 1.2.2 and 1.2.3 requirements apply.

2.3 Processing

2.3.1 RWO shall keep Rediscovered Wood material physically separate during all stages of processing.

2.3.2 RWO shall use a tracking system or production records to document production of Rediscovered Wood material.

2.3.3 RWO shall ensure that any off-site processing that takes place at a subcontracted facility follows CoC procedures and is covered by a signed outsourcing agreement.

2.3.4 All material that cannot be identified as qualifying for Rediscovered Wood shall be kept physically separate from all other material until documented evidence of the Rediscovered Wood status is obtained.

2.4 Shipping and Sales

2.4.1 RWO shall store final Rediscovered Wood products as separate, secure units.

2.4.2 RWO shall use a distinguishing mark to identify final Rediscovered Wood products.

2.4.3 RWO shall include Rediscovered Wood claim information on sales invoices and shipping documents, including the following:

- a) A description of the product as "Rediscovered Wood";
- b) The quantity/volume for each product; and
- c) The SmartWood Rediscovered Wood certificate code.

Part 3. Rediscovered Wood Claims and Public Information

3.1.1 All on-product and off-product/promotional claims made by the RWO shall be in compliance with Rainforest Alliance Rediscovered Wood trademark requirements.

3.1.2 RWO shall have procedures in place and demonstrates submission of all on-product and off-product/promotional claims to SmartWood for review and approval prior to use.

3.1.3 RWO shall have procedures in place and demonstrates that all trademark review and approval correspondence with SmartWood is kept on file for a minimum of 5 years.

Annex 1: Glossary of terms

Chain-of-Custody: The path taken by raw materials, processed materials, and finished products from the forest (or recovery origin) to the consumer, including each stage of processing, transformation, manufacturing, storage, and transport. For this standard, CoC refers to the tracking and handling systems in use from the point of purchase to the point of shipment and sale for the company being audited.

Mitigate: To lessen or moderate impact.

Rainforest Alliance Certified Seal (RAC seal): The official Rainforest Alliance seal used to represent products certified by Rainforest Alliance/SmartWood.

Recovery: Reclamation of material that would otherwise be disposed of.

Rediscovered Wood: Products independently verified as coming from reclaimed sources.

Orchard tree reclamation: Wood reclaimed from trees grown for fruit production which have reached the end of their useful life or have died from disease or insects. Forest trees grown in a forest setting for seed, latex, sap or other non-timber forest products do not qualify for RW certification.

Primary manufacturing by-products: Materials that are reclaimed from primary manufacture. Primary manufacturing is transformation of logs to any other form. This type of material does not qualify for Rediscovered Wood certification.

Secondary by-products: Materials that are reclaimed from secondary manufacture process or further downstream, in which the materials are not intentionally produced. Secondary manufacturing is any transformation of wood products taking place after the wood has been converted from log form.

Sub(urban) trees: Trees growing in a non-forest environment in urban or suburban setting. This may include shade trees and ornamental trees. Clearing of (sub)urban forested areas do not qualify for Rediscovered Wood certification.

Annex 2: Rediscovered Wood Program Policies

- A. Rainforest Alliance Rediscovered Wood certification agreements are written for a five-(5) year period. Renewal after the initial five-years requires a new Rediscovered Wood certification assessment and elaboration of a new certification agreement. To maintain certification, the certified company must undergo an annual audit and provide information on purchases, production, and sales of Rediscovered Wood products as well as new recovery sources.
- B. Use of the Rainforest Alliance Rediscovered Wood name and RAC seal, and related public claims by the certified company must be reviewed and approved by SmartWood prior to release to the public.
- C. The SmartWood Program of the Rainforest Alliance has been accredited by the Forest Stewardship Council (FSC) for Forest Management and Chain-of-Custody certifications. The Rediscovered Wood Program is not within the scope of the FSC accreditation and does not allow any claims related to FSC.
- D. In the event that the certified company will be producing a certified product mixing Rediscovered Wood and non-certified wood, representation and labeling of these products must be consistent with the SmartWood Rediscovered Wood percentage-based claims policy.
- E. All information gathered during Rediscovered Wood audits is kept confidential and maintained in secure files at SmartWood Headquarters. SmartWood will not release assessment and audit reports or their contents to any other party except consultants hired to perform annual audits, unless specifically authorized in writing by the certified company. A public summary of each RW certificate will be posted on the SmartWood website.
- F. Companies certified for Rediscovered Wood shall provide information on all sources of recovered wood and have these sources approved by SmartWood.
- G. If a Rediscovered Wood certified company is found to be using or trading illegal wood, this will be grounds for suspension or termination of the certificate.

Annex 3: Rediscovered Wood Source Information Form

The following form is saved as a separate document that may be requested from SmartWood but is provided here to illustrate the information.

SOURCE INFORMATION FOR REDISCOVERED WOOD

*Source information form or equivalent documentation is required for each source of Rediscovered Wood.

Rediscovered Wood Organization (RWO):			
RW certificate code:	SW-RW-	Form Date:	

1 Rediscovered Wood Category:

Wood by-products from secondary manufacturers	<input type="checkbox"/>
Trees from (sub)urban areas (non-forest areas) that are dead, fallen, diseased, or a nuisance	<input type="checkbox"/>
Orchard trees that are unproductive and cut for replacement	<input type="checkbox"/>
Wood recovered from landfills	<input type="checkbox"/>

2 Origin/site of recovered materials for Rediscovered Wood:

3 For procurement of recovered materials for Rediscovered Wood, RWO:

- Is responsible for recovery operations
- Purchases recovered materials from a supplier

Provide details:

4 Contact Information for Supplier, if applicable:

Organization:			
Contact:		Title:	
Address:		City:	
State/Province:		Post. Code:	
Country		email	
Telephone:		Fax:	

5 Recovery Methods and Impacts:

5.1 Description of Recovered material and recovery methods:

5.2 Evidence that Environmental impacts are identified and steps taken for mitigation of negative impacts:

5.3 Evidence that Worker safety conditions and insurances meet legal requirements:

5.4 Evidence that any cultural, historic, and/or social impacts of recovery are identified and protected:

5.5 Evidence that permits, deeds, and/or contracts associated with recovery are in place and demonstrate clear resource rights:

6 Additional Comments: