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### Introduction

SmartWood Rediscovered Wood assessments of underwater salvage activities seek to evaluate the performance of the operation against certain principles. Performance against each principle is evaluated on the basis of specific criteria and indicators. Each principle is defined by a number of criteria (e.g. 1.1) and each criterion by a number of indicators (e.g. 1.1.1). The latter are used as a basis for assessing compliance and assigning a score for each criterion. Some indicators may be quite specific and quantitative; others may be qualitative. All indicators specified in the applicable standard must be assessed. During the assessment process, the assessors will use their judgment to decide whether or not a principle, criterion or indicator apply to candidate operation wood recovery operation. In cases where it is determined that one or another does not apply, the assessor will provide a short, written justification for the omission. In order to be certified, recovery operations must have an average score above 3 for each subject area, based on the average score of each criterion in the subject area.

SmartWood evaluates recovery operations against the following standard for underwater salvage. In the course of the field assessment, it may be determined that some of the following principles, criteria and indicators do not apply to the candidate operation. As such, they would not be included. On the other hand, the assessment process may suggest the appropriateness of indicators not yet included below. These would be added to the standard following discussion with the operation.

### 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

*Standards for Assessing Underwater Salvage* in section E have not been modified since August 2003 and will be further refined and field tested during the next underwater salvage certification assessment.

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### A Scope

This standard shall be applicable to all companies recovering or obtaining wood materials from water sources that wish to make claims (on or off product) about Rediscovered Wood certification.

### B Standard Effective Date

This standard shall be effective from 01 August 2003.

### C References

RW-01 Rediscovered Wood Certification Standard

### D Terms and Definitions

**Underwater salvage:** previously abandoned wood recovered from water sources, including wood that has been lost or abandoned during waterway transport, submerged logs, as well as driftwood from water surfaces and along shores. Underwater salvaged wood has never been subjected to industrial processing.

**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. Standards for Assessing Underwater Salvage

#### PRINCIPLE #1: COMPLIANCE WITH LAWS

***Wood recovery activities shall respect all applicable laws of the jurisdictions in which they occur, as well as any applicable international treaties and agreements to which the country is a signatory.***

For many obvious reasons, SmartWood certification must be in accordance with national, province or state, and local laws. The purpose of the certification process is not to assess actual legal compliance; that is the mandated task of government institutions. But SmartWood must check with government agencies and other

stakeholders to verify that an operation is dealing with legal requirements in a responsible fashion, and in some cases the field assessment can be a valuable way for helping operations improve the quality of their compliance. Finally, in some cases there may be applicable international conventions or treaties that apply, as is clearly the case of endangered species under the Convention on Trade in Endangered Species (CITES).

- 1.1 Rediscovered Wood operations (RWO) shall respect all national and local laws and administrative requirements.**
  - 1.1.1 Interviews with public officials and other stakeholders and observations in field indicate that RWO is meeting any and all applicable national, state/provincial and local environmental, labor and other laws.
  - 1.1.2 Any RWO compliance issues with laws are, or are being, resolved expeditiously with the relevant government authority.
- 1.2 All applicable and legally prescribed fees, royalties, taxes and other charges shall be paid.**
  - 1.2.1 RWO is up-to-date in payment of local taxes, resource rights or leases, fees, royalties, etc.
- 1.3 In signatory countries, the provisions of all binding international agreements such as CITES, ILO Conventions, ITTA, and Convention on Biological Diversity, shall be respected.**
  - 1.3.1 For large operations, RWO is aware of applicable international conventions and provides guidance so that field operations meet the intent of such conventions including CITES, Convention on Biological Diversity and ILO 87 & 98. (Local standard will identify international agreements to which the country is a signatory, or SmartWood headquarters will provide a list of applicable international agreements).
  - 1.3.2 For small and medium sized operations, RWO becomes aware of applicable international conventions either prior to or during the certification assessment, and agrees to provide guidance to staff and contractors so that field operations meet the intent of applicable agreements.
  - 1.3.3 RWO demonstrates willingness to meet requirement, intent and spirit of applicable agreements.

## **PRINCIPLE #2: USE RIGHTS AND RESPONSIBILITIES**

***Use rights to the recovered wood resource shall be clearly defined, documented and legally established.***

The intent of this section is to ensure that the candidate RWO is taking all realistic actions under their control to protect and maintain the resource, as appropriate, over the long-term, and resolving conflicts with neighbors or other resource users. In some cases this means protecting the resource from threats of competing uses, or misuse by others. In other cases, recovery operations may take proactive steps to improve resource security by carefully negotiating and controlling joint management or access to the resource with other interested parties. The existence of major unresolved, or poorly resolved, conflicts with others may be an impediment to certification.

- 2.1 Clear evidence of wood resource use rights (e.g. license, permit, sales contracts, title, customary rights) shall be demonstrated.**
  - 2.1.1 Resource use rights are clear, legally secure, and can be demonstrated.
- 2.2 Local communities with legal or customary tenure or use rights shall maintain control, to the extent necessary to protect their rights or resources, over wood recovery operations unless they delegate control with free and informed consent to other agencies.**
  - 2.2.1 Local communities' legal or customary/traditional rights to own, manage or use wood resources have been formally recognized, documented in written agreements if necessary, and honored.
  - 2.2.2 If appropriate, controlled access is given or offered to local communities for wood resource recovery based on either legal agreements or longstanding local arrangements.
- 2.3 Appropriate mechanisms shall be employed to resolve disputes over use rights and claims. The circumstances and status of any outstanding disputes will be explicitly considered in the certification evaluation. Disputes of substantial magnitude involving a significant number of interests will normally disqualify an operation from being certified.**
  - 2.3.1 Resource conflicts with other resource users are resolved or being addressed in a systematic and legal manner.

- 2.3.2 For large operations, large-scale wood recovery activities are described to affected communities in public meetings, mailings or other types of communication, in advance.
- 2.3.3 Large-scale operations are begun only after conflicts have been resolved or after all reasonable attempts to resolve issues have been made.

**PRINCIPLE #3: INDIGENOUS PEOPLES' RIGHTS (Note: this principle may not apply to Aquatic Cellulose/Ecomab recovery operations)**

***The legal and customary rights of indigenous peoples to own, use and manage their lands, territories, and resources shall be recognised and respected.***

Fairness to indigenous peoples has been one of the founding crucibles of the SmartWood program. However, in order to achieve such fairness, first there must be clarity as to which groups constitute "indigenous". The following definition has been accepted by the FSC:

"The existing descendants of the peoples who inhabited the present territory of a country wholly or partially at the time when persons of a different culture or ethnic origin arrived there from other parts of the world, overcame them and, by conquest, settlement, or other means reduced them to a non-dominant or colonial situation; who today live more in conformity with their particular social, economic and cultural customs and traditions than with the institutions of the country of which they now form a part, under State structure which incorporates mainly the national, social and cultural characteristics of other segments of the population which are predominant."

If there are any doubts as to whether groups qualify under this definition, please contact SmartWood.

- 3.1 **Indigenous peoples shall control wood recovery activity on their lands and territories unless they delegate control with free and informed consent to other agencies.**
  - 3.1.1 Indigenous customary/traditional rights to own, manage or use wood resources (timber and non-timber) have been documented in writing or are evident to both sides through clear verbal understandings.
  - 3.1.2 The above agreements with indigenous groups are honored.
- 3.2 **Wood recovery operations shall not threaten or diminish, either directly or indirectly, the resources or tenure rights of indigenous peoples.**
  - 3.2.1 Indigenous groups do not perceive RWO operations as a major threat to their resources or tenure.
  - 3.2.2 RWO takes explicit actions to ameliorate threats or diminishments to indigenous resources or tenure.
- 3.3 **Sites of special cultural, ecological, economic or religious significance to indigenous peoples shall be clearly identified in co-operation with such peoples, and recognised and protected by wood recovery operations.**
  - 3.3.1 Sites of special significance are on field maps or identified in the field.
  - 3.3.2 Where definitive identification is difficult, diligent efforts are being made by RWO to identify special sites.
  - 3.3.3 Sites are protected within the recovery area.

**PRINCIPLE #4: COMMUNITY RELATIONS AND WORKER'S RIGHTS**

***Wood recovery operations shall maintain or enhance the long-term social and economic well being of affected workers and local communities.***

Certified operations are expected to be generally recognized as good neighbors by local communities. For smaller operations this may be quite simple, such as responsible operation of harvesting equipment, protection of historic cultural or archeological sites, or positive relationships with neighboring resource users. For larger public or private operations the implications are usually greater. Typically, larger operations will need to give careful consideration to hiring practices that emphasis the training and participation of local people. Finally, given the scale of larger

operations, their activities will affect broader regions and numbers of people; because of this it is important that such operations have in place more of a system for public interaction on their wood recovery activities.

- 4.1 The communities within, or adjacent to, large wood recovery operations and/or areas should be given opportunities for employment, training, and other services.**
  - 4.1.1 Local communities and residents are given opportunities in wood recovery activities in terms of employment, training, and other work-related benefits.
  
- 4.2 Wood recovery activity should meet or exceed all applicable laws and/or regulations covering health and safety of employees (and their families, if applicable).**
  - 4.2.1 Wages and other benefits (health, retirement, worker's compensation, housing, food) for full-time staff and contractors are fair and consistent with (not lower than) prevailing local standards.
  - 4.2.2 Worker safety conditions meet legal requirements.
  - 4.2.3 If documented (i.e. for larger operations), there is a not higher than normal accident rate.
  - 4.2.4 Safety equipment is used in the operation (e.g. local norms are important, ideally the following, as applicable: life preservers, hard hats, hearing protection, steel toe boots and chainsaw proof chaps).
  
- 4.3 The rights of workers to organise and voluntarily negotiate with their employers shall be guaranteed as outlined in Conventions 87 and 98 of the International Labour Organisation (ILO).**
  - 4.3.1 Workers are given freedom to organize and negotiate with employers, in keeping with Convention 87.
  - 4.3.2 RWO does not interfere with workers or workers' organizations that are organizing or implementing collective bargaining, in keeping with Convention 98.
  - 4.3.3 Other applicable ILO conventions (i.e. to which the country is a signatory) are implemented (consult ILO or see IFBWW "Social Standards for Forest Workers in Certification: The Application of ILO Conventions" for list of countries and identification of ILO conventions that apply).
  
- 4.4 Wood recovery operations and associated planning shall incorporate, when appropriate, the results of evaluations of social impact. Consultations shall be maintained with people and groups directly affected by recovery operations.**
  - 4.4.1 For large RWOs, some assessment or evaluation of social impact has been, or will be, conducted and incorporated into planning or recovery.
  - 4.4.2 RWO has documented in writing formal and/or informal processes that the RWO will use to interact or consult with affected stakeholders and resource users during and after wood recovery planning.
  - 4.4.3 Local organizations or individuals directly affected by recovery activities are given an opportunity to participate in recovery planning, as would be normal given societal norms.
  
- 4.5 Appropriate mechanisms shall be employed for resolving grievances and for providing fair compensation in the case of loss or damage affecting the legal or customary rights, property, resources, or livelihoods of local peoples, when appropriate. Measures shall be taken to avoid such loss or damage.**
  - 4.5.1 Local people and institutions generally perceive RWO as fair and effective in avoiding losses and damages affecting local peoples, and in resolving grievances related to legal rights, damage compensation and negative impacts, if any.
  - 4.5.2 Where written procedures exist for resolving grievances and determining compensation for loss or damage (especially encouraged for large operations), these procedures are followed.

#### **PRINCIPLE # 5: BENEFITS FROM THE RECOVERY ACTIVITY**

***Wood recovery operations shall encourage the efficient use of the resource to ensure economic viability and a wide range of environmental and social benefits.***

The emphasis in this section of the SmartWood - Rediscovered guidelines is to ensure that revenue from wood recovery operations is sufficient to mitigate any negative environmental impacts and to fairly compensate any affected local stakeholders with rights over the resource. It is not the mandate or responsibility of SmartWood to

serve as a financial guarantor of success to investors, shareholders, or other parties. Rather, our mandate is to evaluate economic viability from the perspective of ensuring, as much as possible, that sound investments are being made by the operation in terms of management, conservation and local communities.

- 5.1 Wood recovery operations should strive toward economic viability, while taking into account the full environmental, social, and operational costs of recovery and production, and ensuring the investments necessary to maintain the ecological integrity of the environment within which recovery operations are being carried out.**
  - 5.1.1** Revenue received is sufficient to cover costs associated with wood recovery, e.g. management planning, recovery operations, mitigation of negative environmental and social impacts, etc.
- 5.2 Wood recovery operations should minimise waste associated with harvesting and processing operations and avoid damage to other resources.**
  - 5.2.1** RWO and processing centers minimize waste associated with recovery or processing.
  - 5.2.2** See Principle 6 for assessing damage to other resources.

#### **PRINCIPLE #6: ENVIRONMENTAL IMPACT**

***Wood recovery operations shall have minimal negative environmental impact on air quality, soils, water resources, biological diversity and its associated values, and unique and fragile ecosystems and landscapes. Wood recovery operations shall maintain the ecological functions and the integrity of the environment in which they occur.***

The purpose of this section of the standard is to ensure that all precautions are taken by the RWO to ensure that any negative impacts of the wood recovery activity are either avoided or acceptably mitigated. Protection of the environment in wood recovery operations implies that all staff and contractors are cognizant of the potential negative impacts of an operation on the environment and take actions to avoid them. Certification requires that managers of underwater salvage RWOs pay attention to issues related to water quality, impacts on aquatic habitat and vegetation, endangered aquatic ecosystems (e.g. wetlands), conservation of threatened/endangered species, and precautionary use of chemicals.

The primary environmental concerns associated with underwater salvage of trees and logs from reservoirs, lakes and rivers relate to water quality and habitat. Water quality can be impacted primarily through silt disturbance and distribution, as affected by underwater current patterns, the direction in which logs are hauled, the type of sediment, the degree to which logs are embedded, etc. In terms of habitat, logs often serve a structural role as well as a source of food for a variety of aquatic species. Adverse environmental impacts will vary depending on the characteristics of the water body as determined by depth, temperature, rate of water flow, nutrient and oxygen levels, species use, etc.

- 6.1 Assessment of environmental impact shall be completed – appropriate to the scale, intensity of the wood recovery operation and the uniqueness of the affected resources – and adequately integrated into wood recovery systems. Assessments shall include considerations related the impact on the environment of on-site recovery practices and on-site or off-site processing activities. Environmental impacts shall be assessed prior to commencement of site-disturbing operations.**
  - 6.1.1** Environmental impact assessments were carried out as a component of recovery planning, prior to initiation of recovery activities
  - 6.1.2** Recovery program practices and techniques were piloted or sample tested prior to full implementation of the operation.
  - 6.1.3** Environmental impacts of on-site and off-site processing activities and facilities are assessed and controlled (e.g. waste, deconstruction, etc.).
- 6.2 Safeguards shall exist which protect aquatic species and their habitats (e.g., nesting and feeding areas). When appropriate, conservation zones and protection areas shall be established, appropriate to the scale and intensity of the recovery operation and the nature of the aquatic resource.**
  - 6.2.1** Threatened, rare, or endangered species or ecosystems are explicitly taken into consideration during all operations.
  - 6.2.3** A spill contingency and clean-up response plan exists and can be readily implemented.

- 6.4 Written guidelines shall be prepared and implemented to control siltation and minimise impacts to aquatic habitat during recovery and transport operations.**
- 6.4.1 Debris generated through the recovery process is minimized and disposed of properly.
  - 6.4.2 Silt washed off of recovered logs and trees is captured and returned or disposed of properly, in such a way as to minimize impact to water quality
  - 6.4.3 The log load out area is equipped with run-off catchment system to control and manage silt and debris generated by logs.
  - 6.4.4 Maps and work plans are produced at adequate scale to be useful for supervision of water resource management and protection activities and to facilitate on-site monitoring thereof.
  - 6.4.5 Maps indicate locations for recovery, transport, and load out, as well as conservation areas when and where appropriate.
  - 6.4.6 Clear guidance is given to field staff and contractors in the form of written manuals, policies and training so that they understand and can implement the recovery plan.
  - 6.4.7 Guidance covers procedures for controlling environmental impacts, aquatic resource conservation, technical specifications for recovery and load out, washing of logs, spill contingency practices, handling of chemicals, etc.
  - 6.4.8 Silt wash off is returned with adequate treatment to the water body and is not placed in stream courses.
- 6.5 Wood recovery operations shall recognise, maintain, and, where appropriate, enhance the value of environmental services and resources such as watersheds and fisheries.**
- 6.5.1 Interviews with fishing and recreational groups indicate positive or neutral impact on fisheries and other recreational resources.
  - 6.5.2 Field observations indicate normal, natural levels of siltation and sedimentation in or near watercourses.
- 6.6 Recovered wood processing systems shall promote the development and adoption of environmentally friendly non-chemical methods. If chemicals are used, proper equipment and training shall be provided to minimise health and environmental risks.**
- 6.6.1 A constant effort is made to reduce or eliminate the use of chemicals in the recovery operation and wood processing.
  - 6.6.2 If chemicals are used:
    - \* A complete inventory of chemicals is provided by the RWO and detailed inspections of storage areas or other facilities validate that inventory is complete and accurate;
    - \* Careful handling, application and storage procedures are followed; and,
    - \* Staff and contractors receive training in handling, application and storage procedures.
  - 6.6.3 Chemicals banned in Europe, U.S. and target country, or World Health Organization Type 1A or 1B and chlorinated hydrocarbon pesticides are not used. The only exception is when alternative control strategies do not address the threat that has been identified. In such cases a consensus must be reached and documented through discussions with government agencies, environmental, other stakeholder groups and the FSC, and extremely careful use procedures and training must be in place.
- 6.7 Chemicals, containers, liquid and solid non-organic wastes including fuel and oil shall be disposed of in an environmentally appropriate manner at off-site locations.**
- 6.7.1 Chemical, container, liquid and solid waste is disposed of in an environmentally sound and legal manner, whether from recovery operations or processing facilities.

**PRINCIPLE #7: WOOD RECOVERY PLAN**

***A wood recovery plan -- appropriate to the scale and intensity of the operations -- shall be written, implemented, and kept up to date. The objectives of recovery, and the means of achieving them, shall be clearly stated.***

Wood recovery planning should be seen as a process and not just a document. The value of a written plan is that it improves understanding of the management approach by all staff and other observers, and it also facilitates

consistency in the face of personnel changes, landowner changes, etc. Scale and location (i.e. country) are extremely important in determining expectations in terms of management planning. Except in very special cases, absence of a written wood recovery plan will mean an operation cannot be certified. What are those special cases? They are:

1. Significant documentation already exists that meets most, if not all, of the data requirements of a wood recovery plan and virtually the only step remaining is to compile and produce an overall plan document;
2. The mere completion of a written wood recovery plan will have no major affect (negative or positive, as determined by the assessment team) on the quality of the operations in terms of recovery practices, environmental or socioeconomic impacts; and,
3. There is a well-documented general wood recovery system that provides clear guidance and consistency for site-specific management interventions (i.e. the cost of more detailed wood recovery plans for smaller parcels would have a negative impact on the viability of the operation).

These situations do not eliminate the need for wood recovery planning. However, in the SmartWood system, it is crucial to emphasize that field performance matters more than documentation and/or management systems. This does not reduce the need or value of documentation or systems; experience indicates value in them. The question is one of balance between performance, documentation and systems. For SmartWood - Rediscovered, on-the-ground performance might be regarded as “the first among equals”.

SmartWood expects that recovery plans for large operations will be much more detailed and systematic than those for small operations, due to financial constraints and the relative risk of negative environmental impact due to scale differences. In the selection of wood recovery systems, SmartWood does not advocate any single approach. Rather, certified RWOs are expected to balance production with environmental objectives, weigh the advantages and disadvantages of each recovery approach, and select techniques that maintain or restore ecosystems while at the same time responding to social and economic realities. Every technique can be used well, or misused.

Finally, from both the certification and management of wood recovery perspectives, experience indicates that it is crucial for internal monitoring systems to exist that provide quality control for recovery operations, identify operational challenges, and report on the success or failure of management interventions to resolve problems. This section also focuses on clarifying internal controls that each wood recovery operation has established to ensure quality control.

**7.1 A recovery plan and/or supporting documents shall provide:**

- a) **Recovery objectives.**
- b) **Description of the wood resources to be recovered, environmental limitations, ownership status, socio-economic conditions, cultural considerations and implications.**
- c) **Description of recovery system, based on the attributes of the environment within which recovery is being carried out and information gathered through resource inventories.**
- e) **Provisions for monitoring of environmental impacts.**
- f) **Environmental safeguards based on environmental assessments.**
- g) **Plans for the identification and protection of culturally sensitive areas, if applicable.**
- h) **Maps describing the recovery area, identifying location of planned activities.**
- i) **Description and justification of recovery techniques, and equipment and personnel to be used.**

**7.1.1** Wood recovery plan or documents include presentation of the above components

**7.1.2** Plan or documents are technically sound and sufficiently detailed, given RWO size, complexity and intensity of recovery operations.

**7.1.3** Rationale behind recovery is well-documented, i.e. based on site-specific field data or published analyses of local environment and government regulations.

**7.1.4** Wood recovery plans or related annual operating plans are available to staff and used in the field.

**7.3 Workers shall receive adequate training and supervision to ensure proper implementation of the recovery plan.**

**7.3.1** Evidence of formal or informal training exists in the field.

**7.3.2** For large RWOs, a formal training plan should exist.

- 7.4 While respecting the confidentiality of information, managers of wood recovery operations shall make publicly available a summary of the primary elements of the recovery plan.**  
**7.4.1 RWO is willing to make available a public certification summary of the recovery operation.**

**PRINCIPLE #8: MONITORING AND ASSESSMENT**

***Monitoring shall be conducted -- appropriate to the scale and intensity of wood recovery -- to assess chain of custody, and management activities and their social and environmental impacts.***

- 8.1 The frequency and intensity of monitoring should be determined by the scale and intensity of wood recovery operations as well as the relative potential impacts on the ecological and social environment. Monitoring procedures should be consistent and replicable over time to allow comparison of results and assessment of change.**
- 8.1.1** Monitoring reports provide sufficient timely, accurate and technically sound information, given the size and complexity of the operation.
- 8.1.2** Monitoring reports indicate how management practices should be changed, based on new environmental, social, or market information.
- 8.2 A plan and design exists for periodic monitoring and reporting that captures the above information.**
- 8.3 The results of monitoring shall be incorporated into the implementation and revision of the recovery plan.**
- 8.3.1** Review of management plan (either plan or appendices) demonstrates that monitoring results are incorporated into planning on a regular basis.
- 8.3.2** There is evidence that information from monitoring is used to improve management practices.

## 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 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 RW 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<sup>1</sup>

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

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.

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<sup>1</sup> Purchasing criteria may not be applicable when RWO is the recovery operation.

## **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 the 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.

## **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.