

Appendix 1A Specification of fibre raw material

Supplier:
Product:
Manufacturer/supplier:

For the documentation of fibre raw material:

- Type of wood/plant and geographical origin (country/state and region/province).
- Quantity (annual) of fibre raw material used in pulp and paper production.
- Copy of certificate for certified forestry or organic production.
- Quantity (%) of timber from certified forests / quantity (%) of natural plant fibre from certified organic production used in the product.

The following table can be used if a supplier supplies more than one product:

Wood raw material/natural plant fibre	Type of wood/plant	Geographical origin	Forestry standard/ Ecology standard	Quantity (%) of timber/ natural plant fibre from certified forest/organic production used in the product.

Signature (pulp/paper manufacturer)

Date	Company name
Administrated by, signature	Phone

Appendix 1B Declaration on procedures for the controlled origin of raw materials

Pulp/paper manufacturer

The pulp/paper manufacturer must specify how requirement R7 b) on legal, sustainable forestry and fibre raw material supply is assured.

Procedures or agreements with suppliers can be submitted.

Description:

Signature (pulp/paper manufacturer)

Date	Company name	
Administrated by	Telephone	E-mail

Appendix 1C Guidelines for forest certification, CoC certification and organic production

Requirements on forestry standards

Nordic Ecolabelling sets requirements on the standards to which forestry is certified. These requirements are described below. Each individual national forestry standard and each certification system is reviewed by Nordic Ecolabelling as to fulfilment of the requirements. When a forestry standard is revised, it is re-reviewed.

Requirements on forestry standards

- The standard must balance economic, ecological and social interests and comply with the Rio Declaration's forestry principles, Agenda 21 and the Forest Principles, and respect relevant international conventions and agreements.
- The standard must contain absolute requirements and promote and contribute towards sustainable forestry. Nordic Ecolabelling places special emphasis on the standard including effective requirements to protect the forest from illegal felling and that the requirements protect the biodiversity of the forest.
- The standard must be available to the general public. The standard must have been developed in an open process in which stakeholders with ecological, economic and social interests have been invited to participate.

The requirements related to forestry standards are formulated as process requirements. The basis is that if stakeholders agree on the economic, social and environmental aspects of the forestry standard, this safeguards an acceptable requirement level.

If a forestry standard is developed or approved by stakeholders with ecological, economic and social interests, the standard may maintain an acceptable standard. Accordingly, Nordic Ecolabelling requires that the standard balances these three interests and that representatives from all three areas are invited to participate in development of the forestry standard.

The standard must set absolute requirements that must be fulfilled for the certification of the forestry. This ensures that the forest management fulfils an acceptable level regards the environment. When Nordic Ecolabelling requires that the standard shall "promote and contribute towards sustainable forestry", the standard must be assessed and revised regularly to initiate process improvement and successively reduce environmental impact.

Requirements on certification system

- The certification system must be open, have significant national or international credibility and be able to verify that the requirements in the forestry standard are fulfilled.

Requirements on certification body

- The certification body must be independent, credible and capable of verifying that the requirements of the standard have been fulfilled. The certification body must also be able to communicate the results and to facilitate the effective implementation of the standard.

The purpose of certification is to ensure that the requirements regarding forestry standards are fulfilled.

The certification system must be designed to verify that the requirements of the forest standard are fulfilled. The method used for certification must be repeatable and applicable to forestry. Certification must be in respect to a specific forestry standard. The forest must be inspected prior to certification.

Requirements on Chain of Custody (CoC) certification

- Chain of Custody certification must be issued by an accredited, competent third party (as for forest certification).
- The system shall stipulate requirements regarding the chain of custody that assure traceability, documentation and controls throughout the production chain.
- If recycled fibre, wood shavings or sawdust are used, the pulp manufacturer must verify that this originates from recycled materials.

Requirements on organic production

With regard to certified organic fibre raw material or production that is in the transition to organic production, the vegetable raw materials must be produced and checked in accordance with Council Regulation (EEC) No 2092/91 or 834/2007, or produced and checked in an equivalent way according to an equivalent regulatory system such as KRAV, SKAL, IMO or OCIA.

NB! Bamboo may either be certified according to a sustainable forestry standard or organic production.

Documentation

Copy of forestry/ fiber raw material standard, name, address and telephone number to the organization who has worked out the standard and audit rapports.

References to persons who represents stakeholders with ecological, economic and social interests who have been invited to participate.

Nordic Ecolabelling may request further documents to examine whether the requirements of the forestry standard and certification system in question can be approved.

Appendix 1D Summary of certified wood and fibre raw material

The proportion of certified wood or fibre raw material shall be calculated using one of the following three methods:

1. Using the total proportion of certified fibre raw material purchased annually by the factory, assuming that certified fibre raw material is present in all pulp types. In this case the proportion will be the same for all pulps produced by the mill. Alternatively, a third party controlled balance sheet from CoC credit account system for the last 12 months can be used by the pulp manufacturer to verify the share of certified wood in the purchased fibre raw material.
2. Calculation of the input in each individual pulp type on an annual basis. Here, documentation must be submitted on the system used for tracing certified fibre raw materials within the mill. In the case of pulps containing several wood/plant fibre types, the proportion of certified fibre raw material is calculated as the total of the weighted proportion of each wood type based on an annual average. (The proportion of certified fibre raw material is multiplied by the proportion of the wood/plant type in question in the pulp. The figures for all wood/plant types are then added up.)
3. Using the total proportion of certified fibre raw material purchased annually by the trade company (company or group) in the country in question, assuming that certified fibre raw material is present in the applicable pulp type. It must be possible for an independent third party to verify the traceability of the fibre raw material from the felling site to the trade company. Alternatively, a third party controlled balance sheet from CoC credit account system for the last 12 months can be used by the pulp manufacturer to verify the share of certified wood in the purchased fibre raw material.

Appendix 1C provides guidelines that the Nordic Ecolabelling Board uses as a basis for the evaluation of certification standards, systems and bodies.

Appendix 1E Alternative requirement for fibre raw material (R7)

In the Appendix, the Nordic Ecolabelling's new forestry requirements are introduced (R7d-e). Pulp and paper manufacturer may choose whether to comply with and verify the requirements for fibre raw material according to the requirements R7 a-c or the new requirements presented in Appendix 1E. The new and the old requirements for fibre cannot be mixed.

R7 d) Prohibited tree species

Tree species listed on Nordic Ecolabelling's list of prohibited tree species* are not permitted to be used in pulp/paper.

* The list of prohibited tree species is located on the website:
www.nordic-ecolabel.org/wood/

☒ Declaration from the pulp manufacturer that the requirement to tree species not permitted to be used are met. Annex 1F shall be used.

R7 e) Wood raw material

The pulp manufacturer must state the name (species name) of the wood raw material used in pulp.

Chain of Custody certification

The pulp/paper manufacturer must be Chain of Custody certified by the FSC/PEFC schemes.

Certified wood raw material

On an annual basis/during the last 12 months, a minimum of

1. 50% by weight of all wood raw material (virgin) used in the paper, must origin from forestry certified under the FSC or PEFC schemes

or

2. 75% of the fibre raw material in the paper must be recycled material*,

or

3. a combination of certified and recycled material. If the paper contains less than 75% recycled material, the content of certified fibre shall be calculated using the following formula.

Requirement as to the proportion of certified fibre raw material in the paper (Y)

$$Y (\%) \geq 50 - 0,67 * x$$

where x = the proportion of recycled material.

The proportion of fibre raw material in the paper taken from certified sources and the proportion of recycled material, is calculated as a weighted total of the proportion in each constituent pulp.

The remaining proportion of wood raw material must be covered by the FSC/PEFC control schemes.

Certified wood raw material must be accounted/recorded to the paper/production line.

** Recycled material defined according to ISO 14021 in the following two categories:*

Pre-consumer material: Material diverted from the waste stream during a manufacturing process. Excluded is reuse of materials such as broke generated in a process and capable of being reused within the same process that generated it.

Post-consumer material: Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

- ☒ Pulp manufacturer shall describe name (species name) on the wood raw material used in the pulp.
- ☒ Pulp/paper manufacturer must present a valid FSC/PEFC Chain of Custody certificate covering all wood raw material and recycled material used in the pulp/paper.
- ☒ Paper manufacturer shall enclose documentation e.g. a third party controlled balance sheet from CoC credit account system or a rolling average of the certification percentage on a production line showing that the quantity of certified wood raw material and recycled material in inspected/Nordic Ecolabelled paper is met. Nordic Ecolabelling may request further documents to examine whether the requirements are fulfilled.

Appendix 1F Declaration of prohibited tree species

Producer of pulp:
Name of the pulp:

Prohibited tree species

Are tree species listed in the list of prohibited tree species
(Nordic Ecolabelling - Prohibited Wood) used in the pulp? ☐ Yes ☐ No

The list of prohibited tree species is located on the website:
www.nordic-ecolabel.org/wood/

Version and date of the list of prohibited tree species used:

Nordic Ecolabelling may request further information if in doubt about specific tree species.

Producer of pulp's signature:

Date:	Company Name:
Responsible person:	Telephone and email address