

SFI 2015–2019 STANDARDS AND RULES

Standards, Rules for Label Use, Procedures and Guidance



SFI 2015–2019 STANDARDS AND RULES

STANDARDS, RULES FOR
LABEL USE, PROCEDURES
AND GUIDANCE



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SECTION 1

INTRODUCTION



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INTRODUCTION

SFI® — ONE PROGRAM, THREE STANDARDS¹

The Sustainable Forestry Initiative® Inc. (SFI)² is an independent, non-profit organization dedicated to promoting sustainable forest management. SFI Inc. is governed by a three-chamber Board of Directors representing environmental, social and economic sectors equally. The SFI Board sets SFI's strategic direction and is ultimately responsible for maintaining, overseeing and improving the internationally recognized SFI program. Forests certified to the SFI Standard cover a quarter-billion acres, stretching from Canada's boreal forest to the U.S. South, and the SFI Fiber Sourcing and Chain-of-Custody Standards extend their reach further across North America and globally. Endorsement by the Programme for the Endorsement of Forest Certification (PEFC) increases SFI's international recognition and enhances marketing opportunities for SFI Program Participants around the world.

SFI Standards are revised every five years following an inclusive, public review process, which includes recommendations from multi-stakeholder committees. SFI also holds standard revision workshops in cities across North America. The process includes an initial 60-day open public comment period, a second 60-day open public comment period and a final draft review period of at least 45 days by the SFI Board. As part of the standard revision process, the SFI External Review Panel provides external independent oversight to ensure the standard revision process is objective and credible and that all comments are treated equally and fairly.

The SFI External Review Panel is an independent body of experts that provides diverse perspectives and expertise to the SFI program while contributing to quality assurance and continual improvement. This volunteer panel is made up of 15 to 18 external experts representing conservation, environmental, forestry, academic, public and government organizations.

Sustainably managed forests make a vital contribution to society by providing economic, environmental and social benefits indispensable to our quality of life. SFI Program Participants make a commitment to sustainable forest management that encompasses a variety of responsibilities including maintaining forest productivity and health and protecting water quality, biological diversity and special sites. This commitment also involves providing employee, contractor and harvesting professionals with training and education, supporting research, and broadening the practice of sustainable forestry through landowner outreach and community involvement.

SFI SPANS THE SUPPLY CHAIN: FOREST MANAGEMENT, FIBER SOURCING, CHAIN OF CUSTODY AND ON-PRODUCT LABELS

SFI Standards are based on principles that promote continual improvement in sustainable forest management practices. SFI sets

standards for forest management and fiber sourcing, as well as chain-of-custody practices — all of which are third-party audited by accredited certification bodies. The SFI program has on-product labels to help buyers and consumer interact with the forestry supply chain by supporting responsible forestry by choosing products with the SFI label. The three SFI standards are:

- SFI 2015-2019 Forest Management Standard
- SFI 2015-2019 Fiber Sourcing Standard
- SFI 2015-2019 Chain-of-Custody Standard

SFI PRINCIPLES

The following SFI Principles apply to the SFI 2015-2019 Forest Management Standard and SFI 2015-2019 Fiber Sourcing Standard. These SFI Principles are supported by additional mandatory requirements including more specific objectives, performance measures and indicators.

1. Sustainable Forestry

To practice sustainable forestry to meet the needs of the present without compromising the ability of future generations to meet their own needs by practicing a land stewardship ethic that integrates reforestation and the managing, growing, nurturing and harvesting of trees for useful products and ecosystem services such as the conservation of soil, air and water quality, carbon, biological diversity, wildlife and aquatic habitats, recreation and aesthetics.

2. Forest Productivity and Health

To provide for regeneration after harvest and maintain the productive capacity of the forest land base, and to protect and maintain long-term forest and soil productivity. In addition, to protect forests from economically or environmentally undesirable levels of wildfire, pests, diseases, invasive exotic plants and animals, and other damaging agents and thus maintain and improve long-term forest health and productivity.

3. Protection of Water Resources

To protect water bodies and riparian areas, and to conform with forestry best management practices to protect water quality.

4. Protection of Biological Diversity

To manage forests in ways that protect and promote biological diversity, including animal and plant species, wildlife habitats, and ecological or natural community types.

5. Aesthetics and Recreation

To manage the visual impacts of forest operations, and to provide recreational opportunities for the public.

6. Protection of Special Sites

To manage lands that are ecologically, geologically or culturally important in a manner that takes into account their unique qualities.

¹ This introduction is informative, and as such, is not an auditable element.

² Words in italics throughout the SFI 2015-2019 Standards and Rules are listed in Section 13 - SFI Definitions.

7. Responsible *Fiber Sourcing* Practices in North America

To use and promote among other forest landowners *sustainable forestry* practices that are both scientifically credible and economically, environmentally and socially responsible.

8. Legal Compliance

To comply with applicable federal, provincial, state, and local *forestry* and related environmental laws, statutes, and regulations.

9. Research

To support advances in sustainable forest management through *forestry* research, science and technology.

10. Training and Education

To improve the practice of *sustainable forestry* through training and education *programs*.

11. Community Involvement and Social Responsibility

To broaden the practice of *sustainable forestry* on all lands through community involvement, socially responsible practices, and through recognition and respect of *Indigenous Peoples'* rights and *traditional forest-related knowledge*.

12. Transparency

To broaden the understanding of forest certification to the *SFI Standards* by documenting certification audits and making the findings publicly available.

13. Continual Improvement

To continually improve the practice of forest management, and to monitor, measure and report performance in achieving the commitment to *sustainable forestry*.

14. Avoidance of *Controversial Sources* including *Illegal Logging* in Offshore *Fiber Sourcing**

*Applies only to the *SFI 2015-2019 Fiber Sourcing Standard*

To avoid wood fiber from *illegally logged* forests when procuring fiber outside of North America, and to avoid sourcing *fiber from countries without effective social laws*.

FOREST MANAGEMENT STANDARD

What the Standard Does

The *SFI 2015-2019 Forest Management Standard* promotes *sustainable forestry* practices based on 13 *Principles*, 15 *Objectives*, 37 *Performance Measures* and 101 *Indicators*. These requirements include measures to protect water quality, *biodiversity*, *wildlife habitat*, species at risk and *Forests with Exceptional Conservation Value*.

What the Standard Covers

The *SFI 2015-2019 Forest Management Standard* applies to any organization that owns or has management authority for forestlands.

Geographic Application

The *SFI 2015-2019 Forest Management Standard* applies to organizations in the United States and Canada.

FIBER SOURCING STANDARD

What the Standard Does

The *SFI 2015-2019 Fiber Sourcing Standard* promotes responsible *forestry* practices based on 14 *Principles*, 13 *Objectives*, 21 *Performance Measures* and 55 *Indicators*. These *fiber sourcing* requirements include measures to broaden the practice of *biodiversity*, use *forestry best management practices* to protect water quality, provide outreach to landowners, and utilize the services of forest management and harvesting professionals.

What the Standard Covers

The *SFI 2015-2019 Fiber Sourcing Standard* applies to any organization with a *fiber sourcing program* that acquires roundwood and field-manufactured or primary-mill residual chips, pulp and veneer to support a forest products facility. Appendix 1 applies to any *primary producer* or *secondary producer* who uses the *SFI Certified Sourcing* on-product label or claim.

Geographic Application

The *SFI 2015-2019 Fiber Sourcing Standard* applies to organizations in the United States and Canada that procure wood domestically or globally. *Secondary producers* who utilize Appendix 1 can apply to any organization globally.

CHAIN-OF-CUSTODY STANDARD

What the Standard Does

The *SFI 2015-2019 Chain-of-Custody Standard* is an accounting system that tracks forest fiber content through production and manufacturing to the end product. Companies can use chain-of-custody certification to track and communicate how much of their product comes from certified lands, *fiber sourcing*, *recycled content* or non-certified forest content.

What the Standard Covers

The *SFI 2015-2019 Chain-of-Custody Standard* applies to any organization that sources, processes, manufactures, handles, trades, converts or prints forest-based products.

Geographic Application

The *SFI 2015-2019 Chain-of-Custody Standard* applies to any organization globally.

ON-PRODUCT CHAIN-OF-CUSTODY LABELS

What the Labels Do

The *SFI program* has on-product labels to help buyers and consumer interact with the *forestry* supply chain by supporting responsible *forestry* by choosing products with the *SFI* label.

What the *SFI* Certified Chain-of-Custody Labels Cover

The *SFI* Certified Chain-of-Custody labels communicate the use of fiber from certified forests or *certified sourcing* or *recycled content*. These products do not contain *controversial sources* and

the content is calculated using one of three optional approaches for chain of custody: physical separation, average percentage and the volume credit method.



What the SFI Certified Sourcing Label Covers

The *SFI Certified Sourcing* label does not make claims about *certified forest content*. It tells buyers and consumers that fiber in a product comes from legal and responsible sources. These sources are from a company that conforms to the *SFI 2015-2019 Fiber Sourcing Standard*, or comes from *pre- or post-consumer recycled content*, or from a certified forest and does not contain *controversial sources*.



SFI Office of Label Use and Licensing

The *SFI Office of Label Use and Licensing* is a centralized body that reviews and approves all label use requests from qualified organizations using the *SFI* label with a valid certificate issued by an accredited *certification body*. Prior to gaining access to the *SFI* labels, an organization must conform with Section 5 - Rules for Use of *SFI* On-Product Labels and Off-Product Marks, which includes requirements for green marketing claims and eco-labels.

Geographic Application

SFI Certified Chain-of-Custody labels apply to any organization globally.

THIRD-PARTY INDEPENDENT CERTIFICATION

The *SFI 2015-2019 Standards and Rules* requires third-party independent certification audits by competent and accredited *certification bodies* for all three certifications — forest management certification, *fiber sourcing* certification and chain-of-custody certification. All *certification bodies* must be accredited by a member of the International Accreditation Forum (i.e., ANSI-ASQ National Accreditation Board (ANAB), American National Standards Institute (ANSI) or the Standards Council of Canada (SCC)). For more details, refer to auditor procedures in Section 9 of the *SFI 2015-2019 Standards and Rules*.

CERTIFICATION BODIES

The following *certification bodies* have completed an accreditation program and are approved to perform certification audits to *SFI* Standards.

Accredited certification body qualified to conduct audits to SFI Standards	SFI Forest Management	SFI Fiber Sourcing	SFI Chain of Custody
FOREST MANAGEMENT, FIBER SOURCING, AND CHAIN OF CUSTODY			
Bureau de normalisation du Québec - Enregistrement de système (BNQ)	☐	☐	☐
Bureau Veritas Certification	☐	☐	☐
KPMG Performance Registrar Inc.	☐	☐	☐
NSF International Strategic Registrations	☐	☐	☐
PricewaterhouseCoopers LLP	☐	☐	☐
SAI Global	☐	☐	☐
Timber Products Inspection, Inc.	☐	☐	☐
SFI CHAIN OF CUSTODY			
BM TRADA Certification North America, Inc.			☐
Det Norske Veritas Certification, Inc.			☐
Orion Registrar, Inc.			☐
SGS North America Inc.			☐

GLOBAL RECOGNITION OF THE SFI STANDARD

PEFC's endorsement of *SFI* adds international value to *SFI*'s position as a highly respected, *third-party certification program* in North America. PEFC sets minimum benchmarks that national forest certification programs must meet or exceed to be endorsed. PEFC endorsement increases international recognition and enhances marketing opportunities for *SFI Program Participants* around the world. PEFC benchmarks cover a wide variety of requirements, including but not limited to:

- Standard setting requirements that conform with ISO/IEC Guide 59.
- *Principles*, criteria and *indicators* for sustainable forest management established through intergovernmental processes — including the Ministerial Conference on the Protection of Forests in Europe (MCPFE), the Montréal Process and a variety of intergovernmental processes related to Africa, Asia and South America.
- Requirements for *third-party certification bodies* to be accredited by national members of the International Accreditation Forum — including ANSI, ANAB and SCC.

A GLOBAL VISION OF SUSTAINABLE DEVELOPMENT

SFI officially came into being in 1995 as one of the forest sector's contributions to the vision of sustainable development established by the 1992 United Nations Conference on Environment and Development (UNCED). Following UNCED, many nations began to consider how they would measure and track their progress toward the goal of sustainability. This conference led to the Montréal Process.

By endorsing and working with the Montréal Process criteria and *indicators*, participating countries have made a national commitment to work toward the sustainable management of their forests. Montréal Process criteria and *indicators* are intended to track progress at a national level and provide an international reference for policy-makers. Many can be reinforced and supported at a local level and are, therefore, reflected in the *SFI 2015-2019 Forest Management* and *SFI 2015-2019 Fiber Sourcing Standards*.

The *SFI 2015-2019 Forest Management Standard* also recognizes and adopts the principles outlined in the United Nations Declaration for the *Rights of Indigenous Peoples* (UNDRIP).³ The Declaration says that consideration should be given to *Indigenous Peoples'* rights to maintain and strengthen their distinct spiritual relationship with their traditionally owned or otherwise used lands and territories.⁴ In adopting the UNDRIP articles, *SFI Program Participants* are encouraged to communicate and collaborate with local *Indigenous Peoples* in order to better understand their traditional practices and experiences with respect to forest management.

BROADENING GLOBAL MARKET LEADERSHIP

The *SFI* community is building credible, responsible market leadership. We understand that the buying decisions of consumers, corporate leaders and governments prove how much they care about using natural resources sustainably. That's why encouraging responsible purchasing is an *SFI* priority. *SFI* encourages private and public sector leaders to include *SFI* in their *policies* as part of responsible wood, paper and packaging purchasing.

SFI IS RECOGNIZED BY MARKET LEADERS

The trend toward recognizing all forest certification standards is on the rise. GreenBlue, the World Business Council for Sustainable Development (WBCSD), The Sustainability Consortium and the National Association of State Foresters have made statements supporting an inclusive approach to recognizing certification.

- GreenBlue, a non-profit that equips business with the science and resources to make products more sustainable, recognizes *SFI* for supporting environmental quality throughout the paper supply chain.
- The Sustainability Consortium, which works to improve consumer product sustainability, recognizes the value of *SFI certification* standards in its key performance *indicators*.
- The National Association of State Foresters, a non-profit comprising the directors of state *forestry* agencies, renewed a resolution recognizing *SFI* as a credible standard.
- The World Business Council for Sustainable Development is the leading platform for strategic collaboration for the global *forestry* industry and its value-chain partners. WBCSD's Forest Solutions Group recognizes and supports *SFI*.

SFI KEY DIFFERENTIATORS

SFI GRASSROOTS INVOLVEMENT

The work of *SFI* starts with a standard but *SFI* is much more — it's a community that stands for the future of forests. Our grassroots infrastructure of 34 *SFI Implementation Committees* across North America fosters community engagement through landowner outreach, *wood producer* training, Habitat for Humanity builds, and working with youth in community and *conservation* projects to foster an appreciation of *conservation* and forest management. This grassroots network involves private landowners, independent loggers, *forestry* professionals, local government agencies, academics, scientists and conservationists.

³ Both Canada and the United States officially endorsed UNDRIP in 2010.

⁴ Article 25 of UNDRIP states that, "*Indigenous peoples* have the right to maintain and strengthen their distinctive spiritual relationship with their traditionally owned or otherwise occupied and used lands, territories, waters and coastal seas and other resources and to uphold their responsibilities to future generations in this regard."

SFI FOREST PARTNERS® PROGRAM

SFI is expanding the SFI Forest Partners® Program to encourage more organizations to engage in responsible sourcing. Time Inc., the National Geographic Society, Macmillan Publishers and Pearson are founding partners of the SFI Forest Partners® Program. They are investing in our forests by making five-year commitments to increase the source of certified forest products. The program is also supported by Hearst Enterprises and is open to other businesses in the supply chain that want to support the growth of certification

SFI'S COMMITMENT TO CONSERVATION RESEARCH

SFI's commitment to research is also evidence that SFI is more than just a standard. In fact, the *SFI 2015-2019 Forest Management* and *SFI 2015-2019 Fiber Sourcing Standards* are the only forestry standards in the world that requires participants to support forestry research. These activities include improving *forest health*, *productivity* and *sustainability*, enhancing *wildlife* and fish *habitats*, improving *landscape* and ecosystem management, fostering *biodiversity* and improving water quality. Better management of forest resources and enhancing the environmental benefits and performance of forest products are also central to the SFI research mission. Since 1995, *SFI Program Participants* have invested \$1.4 billion in research to promote *sustainable forestry*.

The quarter of a billion acres of forestland certified to SFI is a living laboratory that shows how environmental, economic and social interests can coexist. Supporting research is a central tenet of the SFI program. We see it as a way to further the *conservation* value of SFI-certified forests and to SFI's *fiber sourcing* requirements.

SFI is also committed to building grassroots support for *sustainable forestry*. The SFI Conservation and Community Partnerships Grant Program fosters partnerships between organizations interested in improving forest management in the United States and Canada, and responsible procurement globally.

SFI STANDS FOR FUTURE FORESTS

SFI stands at the intersection of sustainable forests and sustainable communities. *SFI Program Participants* are the foundation of this success, *SFI Implementation Committees* are the grassroots network that broadens the reach, and customers and buyers can support the growth of certified forests, research and *conservation* by recognizing SFI in the marketplace.

SFI is committed to promoting sustainable forest management in North America and responsible procurement of forest products globally. The future of forests will be secured when products, services and values derived from well-managed forests are valued in the marketplace. We stand for future forests.

INTRODUCTION

SECTION 2

SFI 2015-2019 FOREST MANAGEMENT STANDARD

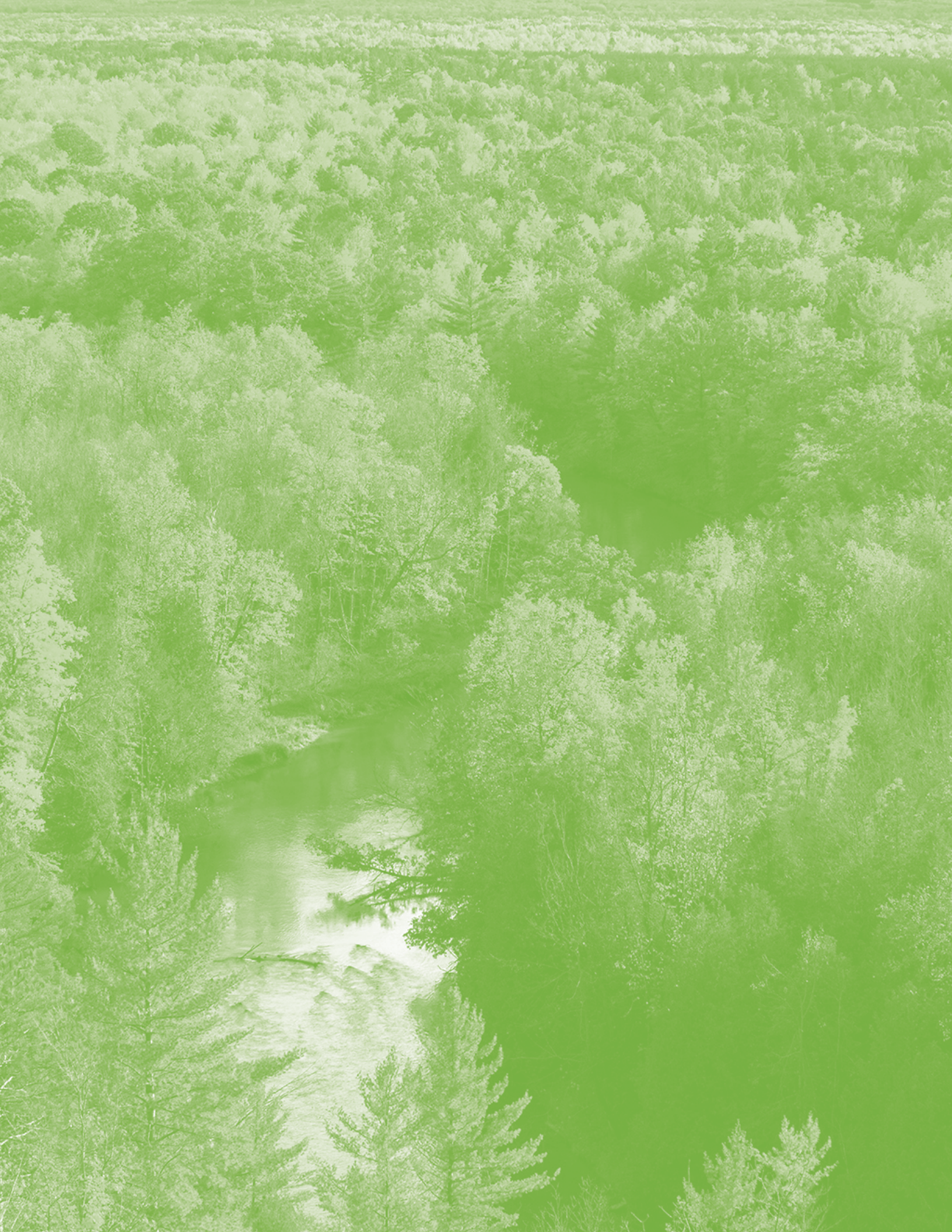
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SECTION 2

1. GENERAL

1.1 Scope

What the Forest Management Standard Does

The *SFI 2015-2019 Forest Management Standard* promotes *sustainable forestry* practices based on 13 *Principles*, 15 *Objectives*, 37 *Performance Measures* and 101 *Indicators*. These requirements include measures to protect water quality, *biodiversity*, *wildlife habitat*, species at risk and *Forests with Exceptional Conservation Value*.

What the Forest Management Standard Covers

The *SFI 2015-2019 Forest Management Standard* applies to any organization that owns or has management authority for forestlands.

Geographic Application of the Forest Management Standard

The *SFI 2015-2019 Forest Management Standard* applies to organizations in the United States and Canada.

1.2 Additional Requirements

SFI Program Participants with *fiber sourcing programs* (acquisition of roundwood and field-manufactured or primary-mill residual chips, pulp and veneer to support a forest products facility) must also conform to the *SFI 2015-2019 Fiber Sourcing Standard*.

Use of the *SFI* on-product labels and claims shall follow Section 5 - Rules for Use of *SFI* On-Product Labels and Off-Product Marks as well as ISO 14020:2000.

1.3 References

This standard incorporates, by dated or undated reference, provisions from other publications. These normative and informative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated and undated references, the latest edition of the publication applies.

Normative References

- i. ISO/IEC 17021:2011 - Conformity Assessment - Requirements for bodies providing audit and certification of management systems
- ii. ISO/IEC Guide 2:2004 Standardization and related activities - General vocabulary
- iii. Section 7 – *SFI* Policies
- iv. Section 9 – *SFI* 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation
- v. Section 10 - Communications and Public Reporting
- vi. Section 13 - *SFI* Definitions
- vii. Interpretations for the Requirements for the *SFI* 2015-2019 Program

For the purposes of this standard, the relevant definitions given in ISO/IEC Guide 2:2004 apply, together with the definitions in the *SFI* Definitions (Section 13).

Informative References

- i. ISO 14001:2004 Environmental Management Systems - Specification with guidance for use
- ii. PEFC ST 1003:2010 Sustainable Forest Management Requirements, November 26, 2010
- iii. PEFC ST 1002:2010 Group Forest Management Certification, November 26, 2010
- iv. Section 6 - Guidance to *SFI* 2015-2019 Standards and Rules
- v. Section 8 - *SFI* Standards Development and Interpretations Process
- vi. Section 11 - Public Inquiries and Official Complaints

1.4 SFI 2015-2019 Forest Management Standard Principles

SFI Program Participants believe forest landowners have an important stewardship responsibility and a commitment to society, and they recognize the importance of maintaining viable commercial, family forest and *conservation* forestland bases. They support *sustainable forestry* practices on forestland they manage, and promote them on other lands. They support efforts to protect private property rights, and to help all private landowners manage their forestland sustainably. In keeping with this responsibility, *SFI Program Participants* shall have a written *policy* (or *policies*) to implement and achieve the following *principles*:

1. Sustainable Forestry

To practice *sustainable forestry* to meet the needs of the present without compromising the ability of future generations to meet their own needs by practicing a land stewardship ethic that integrates *reforestation* and the managing, growing, nurturing and harvesting of trees for useful products and *ecosystem services* such as the *conservation* of soil, air and water quality, carbon, *biological diversity*, *wildlife* and *aquatic habitats*, recreation and aesthetics.

2. Forest Productivity and Health

To provide for regeneration after harvest and maintain the productive capacity of the forestland base, and to protect and maintain *long-term* forest and soil *productivity*. In addition, to protect forests from economically or environmentally undesirable levels of wildfire, pests, diseases, *invasive exotic plants and animals*, and other damaging agents and thus maintain and improve *long-term forest health* and *productivity*.

3. Protection of Water Resources

To protect water bodies and *riparian areas*, and to conform with forestry *best management practices* to protect water quality.

4. Protection of Biological Diversity

To manage forests in ways that protect and promote *biological diversity*, including animal and plant species, *wildlife habitats*, and ecological or natural community types.

5. Aesthetics and Recreation

To manage the visual impacts of forest operations, and to provide recreational opportunities for the public.

6. Protection of Special Sites

To manage lands that are ecologically, geologically or *culturally important* in a manner that takes into account their unique qualities.

7. Responsible Fiber Sourcing Practices in North America

To use and promote among other forest landowners *sustainable forestry* practices that are both scientifically credible and economically, environmentally and socially responsible.

8. Legal Compliance

To comply with applicable federal, provincial, state and local *forestry* and related environmental laws, statutes and regulations.

9. Research

To support advances in sustainable forest management through *forestry* research, science and technology.

10. Training and Education

To improve the practice of *sustainable forestry* through training and education *programs*.

11. Community Involvement and Social Responsibility

To broaden the practice of *sustainable forestry* on all lands through community involvement, socially responsible practices, and through recognition and respect of *Indigenous Peoples'* rights and *traditional forest-related knowledge*.

12. Transparency

To broaden the understanding of forest certification to the *SFI 2015-2019 Forest Management Standard* by documenting certification audits and making the findings publicly available.

13. Continual Improvement

To continually improve the practice of forest management, and to monitor, measure and report performance in achieving the commitment to *sustainable forestry*.

1.5 SFI 2015-2019 Forest Management Standard Objectives

A Summary of the *SFI 2015-2019 Forest Management Standard Objectives* follows:

Objective 1. Forest Management Planning

To ensure forest management plans include *long-term* sustainable harvest levels and measures to avoid forest conversion.

Objective 2. Forest Health and Productivity

To ensure *long-term* forest *productivity*, carbon storage and *conservation* of forest resources through prompt *reforestation*, *afforestation*, *minimized* chemical use, *soil conservation*, and protecting forests from damaging agents.

Objective 3. Protection and Maintenance of Water Resources

To protect the water quality of rivers, streams, lakes, *wetlands* and other water bodies through meeting or exceeding *best management practices*.

Objective 4. Conservation of Biological Diversity

To manage the quality and distribution of *wildlife habitats* and contribute to the *conservation* of *biological diversity* by developing and implementing *stand-* and *landscape-level* measures that promote a diversity of types of *habitat* and successional stages, and the *conservation* of forest plants and animals, including *aquatic species*, *as well as threatened and endangered species*, *Forests with Exceptional Conservation Value*, *old-growth forests* and ecologically important sites.

Objective 5. Management of Visual Quality and Recreational Benefits

To manage the visual impact of forest operations and provide recreational opportunities for the public.

Objective 6. Protection of Special Sites

To manage lands that are geologically or *culturally important* in a manner that takes into account their unique qualities.

Objective 7. Efficient Use of Fiber Resources

To *minimize* waste and ensure the efficient use of fiber resources.

Objective 8. Recognize and Respect Indigenous Peoples' Rights

To recognize and respect *Indigenous Peoples'* rights and traditional knowledge.

Objective 9. Legal and Regulatory Compliance

To comply with applicable federal, provincial, state, and local laws and regulations.

Objective 10. Forestry Research, Science and Technology

To invest in *forestry* research, science and technology, upon which sustainable forest management decisions are based and broaden the awareness of *climate change* impacts on forests, *wildlife* and *biological diversity*.

Objective 11. Training and Education

To improve the implementation of *sustainable forestry* practices through appropriate training and education *programs*.

Objective 12. Community Involvement and Landowner Outreach

To broaden the practice of *sustainable forestry* through public outreach, education, and involvement, and to support the efforts of *SFI Implementation Committees*.

Objective 13. Public Land Management Responsibilities

To participate and implement sustainable forest management on *public lands*.

Objective 14. Communications and Public Reporting

To increase transparency and to annually report progress on conformance with the *SFI Forest Management Standard*.

Objective 15. Management Review and Continual Improvement

To promote continual improvement in the practice of *sustainable forestry* by conducting a management review and monitoring performance.

1.6 SFI 2015-2019 Forest Management Standard Requirements

Objective 1. Forest Management Planning

To ensure forest management plans include *long-term* sustainable harvest levels and measures to avoid forest conversion.

Performance Measure 1.1. *Program Participants* shall ensure that forest management plans include *long-term* harvest levels that are sustainable and consistent with appropriate *growth-and-yield models*.

Indicators:

1. Forest management planning at a level appropriate to the size and scale of the operation, including:
 - a. a *long-term* resources analysis;
 - b. a periodic or ongoing *forest inventory*;
 - c. a *land classification* system;
 - d. *biodiversity* at *landscape* scales;
 - e. soils inventory and maps, where available;
 - f. access to *growth-and-yield modeling* capabilities;
 - g. up-to-date maps or a *geographic information system (GIS)*;
 - h. recommended sustainable harvest levels for areas available for harvest; and
 - i. a review of non-timber issues (e.g., recreation, tourism, pilot projects and economic incentive *programs* to promote water *protection*, carbon storage, *bioenergy feedstock* production, or *biological diversity conservation*, or to address climate-induced ecosystem change).
2. Documented current harvest trends fall within *long-term* sustainable levels identified in the forest management plan.
3. A *forest inventory* system and a method to calculate growth and yield.
4. Periodic updates of *forest inventory* and recalculation of planned harvests to account for changes in growth due to *productivity* increases or decreases, including but not limited to improved data, *long-term* drought, fertilization, *climate change*, changes in forestland ownership and tenure, or *forest health*.
5. Documentation of forest practices (e.g., *planting*, fertilization and thinning) consistent with assumptions in harvest plans.

Performance Measure 1.2. *Program Participants* shall not convert one *forest cover type* to another *forest cover type*, unless in justified circumstances.

Indicators:

1. *Program Participants* shall not convert one *forest cover type* to another *forest cover type*, unless the conversion:
 - a. Is in compliance with relevant national and regional *policy* and legislation related to land use and forest management; and
 - b. Would not convert *native* forest types that are rare and ecologically significant at the *landscape* level or put any *native* forest types at risk of becoming rare; and
 - c. Does not create significant *long-term* adverse impacts on *Forests with Exceptional Conservation Value*, *old-growth forests*, forests critical to *threatened and endangered* species, and *special sites*.
2. Where a *Program Participant* intends to convert to another *forest cover type*, an assessment considers:
 - a. *Productivity* and *stand* quality conditions and impacts which may include social and economic values;
 - b. Specific ecosystem issues related to the site such as invasive species, insect or disease issues, riparian *protection* needs and others as appropriate to the site including regeneration challenges; and
 - c. Ecological impacts of the conversion including a review at the site and *landscape* scale as well as consideration for any appropriate mitigation measures.

Performance Measure 1.3. *Program Participants* shall not have within the scope of their certification to this *SFI 2015-2019 Forest Management Standard*, forestlands that have been converted to non-forestland use.

Indicator:

1. Forestlands converted to other land uses shall not be certified to this *SFI 2015-2019 Forest Management Standard*. This does not apply to forestlands used for forest and *wildlife* management such as *wildlife* food plots or infrastructure such as forest roads, log processing areas, trails etc.

Objective 2. Forest Health and Productivity

To ensure *long-term* forest *productivity*, carbon storage and *conservation* of forest resources through prompt *reforestation*, *afforestation*, *minimized* chemical use, soil *conservation*, and protecting forests from damaging agents.

Performance Measure 2.1. *Program Participants* shall promptly reforest after final harvest.

Indicators:

1. Documented *reforestation* plans, including designation of all harvest areas for either natural, planted or direct seeded regeneration and prompt *reforestation*, unless delayed for site-specific environmental or *forest health* considerations or legal requirements, through *planting* within two years or two *planting* seasons, or by planned *natural regeneration* methods within five years.

2. Clear criteria to judge adequate regeneration and appropriate actions to correct understocked areas and achieve acceptable species composition and stocking rates for *planting, direct seeding* and *natural regeneration*.
3. *Plantings of exotic tree species* should *minimize* risk to *native* ecosystems.
4. *Protection* of desirable or planned advanced *natural regeneration* during harvest.
5. *Afforestation programs* that consider potential ecological impacts of the selection and *planting* of tree species in non-forested *landscapes*.

Performance Measure 2.2. *Program Participants* shall *minimize* chemical use required to achieve management *objectives* while protecting employees, neighbors, the public and the environment, including *wildlife* and *aquatic habitats*.

Indicators:

1. *Minimized* chemical use required to achieve management *objectives*.
2. Use of *least-toxic and narrowest-spectrum pesticides* necessary to achieve management *objectives*.
3. Use of pesticides registered for the intended use and applied in accordance with label requirements.
4. The World Health Organization (WHO) type 1A and 1B pesticides shall be prohibited, except where no other viable alternative is available.
5. Use of pesticides banned under the Stockholm Convention on Persistent Organic Pollutants (2001) shall be prohibited.
6. Use of *integrated pest management* where feasible.
7. Supervision of forest chemical applications by state- or provincial-trained or certified applicators.
8. Use of management practices appropriate to the situation, for example:
 - a. notification of adjoining landowners or nearby residents concerning applications and chemicals used;
 - b. appropriate multilingual signs or oral warnings;
 - c. control of public road access during and immediately after applications;
 - d. designation of streamside and other needed buffer strips;
 - e. use of positive shutoff and minimal-drift spray valves;
 - f. aerial application of forest chemicals parallel to buffer zones to *minimize* drift;
 - g. monitoring of water quality or safeguards to ensure proper equipment use and *protection* of streams, lakes and other water bodies;
 - h. appropriate transportation and storage of chemicals;
 - i. filing of required state or provincial reports; and/or
 - j. use of methods to ensure *protection* of *threatened and endangered* species.

Performance Measure 2.3. *Program Participants* shall implement forest management practices to protect and maintain forest and soil *productivity*.

Indicators:

1. Process to identify soils vulnerable to compaction, and use of appropriate methods, including the use of soil maps where available, to avoid excessive soil disturbance.
2. Use of erosion control measures to *minimize* the loss of soil and site *productivity*.
3. Post-harvest conditions conducive to maintaining site *productivity* (e.g., limited rutting, retained down woody debris, *minimized skid trails*).
4. Retention of vigorous trees during partial harvesting, consistent with scientific silvicultural standards for the area.
5. Criteria that address harvesting and site preparation to protect soil *productivity*.
6. Road construction and skidding layout to *minimize* impacts to soil *productivity*.

Performance Measure 2.4. *Program Participants* shall manage so as to protect forests from damaging agents, such as environmentally or economically undesirable wildfire, pests, diseases, and *invasive exotic plants and animals*, to maintain and improve *long-term forest health, productivity* and *economic viability*.

Indicators:

1. *Program* to protect forests from damaging agents.
2. Management to promote healthy and productive forest conditions to *minimize* susceptibility to damaging agents.
3. Participation in, and support of, fire and pest prevention and control *programs*.

Performance Measure 2.5. *Program Participants* that deploy *improved planting stock*, including *varietal seedlings*, shall use best scientific methods.

Indicator:

1. *Program* for appropriate research, testing, evaluation and deployment of *improved planting stock*, including *varietal seedlings*.

Objective 3. Protection and Maintenance of Water Resources
To protect the water quality of rivers, streams, lakes, *wetlands* and other water bodies through meeting or exceeding *best management practices*.

Performance Measure 3.1. *Program Participants* shall meet or exceed all applicable federal, provincial, state and local water quality laws, and meet or exceed *best management practices* developed under Canadian or U.S. Environmental Protection Agency–approved water quality *programs*.

Indicators:

1. *Program* to implement federal, state or provincial water quality *best management practices* during all phases of management activities.
2. Contract provisions that specify conformance to *best management practices*.
3. Monitoring of overall *best management practices* implementation.

Performance Measure 3.2. *Program Participants* shall implement water, wetland and riparian protection measures based on soil type, terrain, vegetation, ecological function, harvesting system, state *best management practices (BMPs)*, provincial guidelines and other applicable factors.

Indicators:

1. *Program* addressing management and protection of rivers, streams, lakes, wetlands, other water bodies and riparian areas during all phases of management, including the layout and construction of roads and skid trails to maintain water reach, flow and quality.
2. Mapping of rivers, streams, lakes, wetlands and other water bodies as specified in state or provincial *best management practices* and, where appropriate, identification on the ground.
3. Documentation and implementation of plans to manage and protect rivers, streams, lakes, wetlands, other water bodies and riparian areas.
4. Plans that address wet-weather events in order to maintain water quality (e.g., forest inventory systems, wet-weather tracts, definitions of acceptable operating conditions).

Objective 4. Conservation of Biological Diversity

To manage the quality and distribution of *wildlife habitats* and contribute to the conservation of biological diversity by developing and implementing stand- and landscape-level measures that promote a diversity of types of *habitat* and successional stages, and the conservation of forest plants and animals, including aquatic species, as well as threatened and endangered species, *Forests with Exceptional Conservation Value*, old-growth forests and ecologically important sites.

Performance Measure 4.1. *Program Participants* shall conserve biological diversity.

Indicators:

1. *Program* to incorporate the conservation of native biological diversity, including species, wildlife habitats and ecological community types at stand and landscape levels.
2. Development of criteria and implementation of practices, as guided by regionally based *best scientific information*, to retain stand-level wildlife habitat elements such as snags, stumps, mast trees, down woody debris, den trees and nest trees.
3. Document diversity of forest cover types and age or size classes at the individual ownership or forest tenure level, and where credible data are available, at the landscape scale. Working individually

or collaboratively to support diversity of native forest cover types and age or size classes that enhance biological diversity at the landscape scale.

4. *Program Participants* shall participate in or incorporate the results of state, provincial, or regional conservation planning and priority-setting efforts to conserve biological diversity and consider these efforts in forest management planning. Examples of credible priority-setting efforts include state wildlife action plans, state forest action plans, relevant habitat conservation plans or provincial wildlife recovery plans.
5. *Program* to address conservation of known sites with viable occurrences of significant species of concern.
6. Identification and protection of non-forested wetlands, including bogs, fens and marshes, and vernal pools of ecological significance.
7. Participation in programs and demonstration of activities as appropriate to limit the introduction, spread and impact of invasive exotic plants and animals that directly threaten or are likely to threaten native plant and animal communities.
8. Consider the role of natural disturbances, including the use of prescribed or natural fire where appropriate, and forest health threats in relation to biological diversity when developing forest management plans.

Performance Measure 4.2. *Program Participants* shall protect threatened and endangered species, *Forests with Exceptional Conservation Values (FECV)* and old-growth forests.

Indicators:

1. *Program* to protect threatened and endangered species.
2. *Program* to locate and protect known sites of flora and fauna associated with viable occurrences of critically imperiled and imperiled species and communities also known as *Forests with Exceptional Conservation Value*. Plans for protection may be developed independently or collaboratively, and may include *Program Participant* management, cooperation with other stakeholders, or use of easements, conservation land sales, exchanges, or other conservation strategies.
3. Support of and participation in plans or programs for the conservation of old-growth forests in the region of ownership or forest tenure.

Performance Measure 4.3. *Program Participants* shall manage ecologically important sites in a manner that takes into account their unique qualities.

Indicators:

1. Use of information such as existing natural heritage data or expert advice in identifying or selecting ecologically important sites for protection.
2. Appropriate mapping, cataloging and management of identified ecologically important sites.

Performance Measure 4.4. *Program Participants* shall apply knowledge gained through research, science, technology and field experience to manage *wildlife habitat* and contribute to the *conservation of biological diversity*.

Indicators:

1. Collection of information on *Forests with Exceptional Conservation Value* and other *biodiversity*-related data through *forest inventory* processes, mapping or participation in external *programs*, such as NatureServe, state or provincial heritage *programs*, or other credible systems. Such participation may include providing non-proprietary scientific information, time and assistance by staff, or in-kind or direct financial support.
2. A methodology to incorporate research results and field applications of *biodiversity* and ecosystem research into forest management decisions.

Objective 5. Management of Visual Quality and Recreational Benefits

To manage the visual impact of forest operations and provide recreational opportunities for the public.

Performance Measure 5.1. *Program Participants* shall manage the impact of harvesting on *visual quality*.

Indicators:

1. *Program* to address *visual quality management*.
2. Incorporation of aesthetic considerations in harvesting, road, landing design and management, and other management activities where visual impacts are a concern.

Performance Measure 5.2. *Program Participants* shall manage the size, shape and placement of clearcut harvests.

Indicators:

1. Average size of clearcut harvest areas does not exceed 120 acres (50 hectares), except when necessary to meet regulatory requirements, achieve ecological *objectives*, or respond to *forest health* emergencies or other natural catastrophes.
2. Documentation through internal records of clearcut size and the process for calculating average size.

Performance Measure 5.3. *Program Participants* shall adopt a *green-up requirement* or alternative methods that provide for *visual quality*.

Indicators:

1. *Program* implementing the *green-up requirement* or alternative methods.
2. Harvest area tracking system to demonstrate conformance with the *green-up requirement* or alternative methods.

3. Trees in clearcut harvest areas are at least 3 years old or 5 feet (1.5 meters) high at the desired level of stocking before adjacent areas are clearcut, or as appropriate to address operational and economic considerations, alternative methods to reach the *performance measure* are utilized by the *Program Participant*.

Performance Measure 5.4. *Program Participants* shall support and promote recreational opportunities for the public.

Indicator:

1. Provide recreational opportunities for the public, where consistent with forest management *objectives*.

Objective 6. Protection of Special Sites

To manage lands that are geologically or *culturally important* in a manner that takes into account their unique qualities.

Performance Measure 6.1. *Program Participants* shall identify *special sites* and manage them in a manner appropriate for their unique features.

Indicators:

1. Use of information such as existing natural heritage data, expert advice or stakeholder consultation in identifying or selecting *special sites* for *protection*.
2. Appropriate mapping, cataloging and management of identified *special sites*.

Objective 7. Efficient Use of Fiber Resources

To *minimize* waste and ensure the efficient use of fiber resources.

Performance Measure 7.1. *Program Participants* shall employ appropriate forest harvesting technology and in-woods manufacturing processes and practices to *minimize* waste and ensure efficient utilization of harvested trees, where consistent with other *SFI 2015-2019 Forest Management Standard Objectives*.

Indicator:

1. *Program* or monitoring system to ensure efficient utilization, which may include provisions to ensure:
 - a. management of harvest residue (e.g., slash, limbs, tops) considers economic, social and environmental factors (e.g., organic and nutrient value to future forests and the potential of increased fuels build-up) and other utilization needs;
 - b. training or incentives to encourage *qualified logging professionals* to enhance utilization;
 - c. exploration of markets for underutilized species and low-grade wood and alternative markets (e.g., bioenergy markets); or
 - d. periodic inspections and reports noting utilization and product separation.

Objective 8. Recognize and Respect *Indigenous Peoples'* Rights

To recognize and respect *Indigenous Peoples'* rights and traditional knowledge.

Performance Measure 8.1. *Program Participants* shall recognize and respect *Indigenous Peoples'* rights.

Indicator:

1. *Program Participants* will provide a written *policy* acknowledging a commitment to recognize and respect the rights of *Indigenous Peoples*.

Performance Measure 8.2. *Program Participants* with forest management responsibilities on public lands shall confer with affected *Indigenous Peoples* with respect to sustainable forest management practices.

Indicator:

1. *Program* that includes communicating with affected *Indigenous Peoples* to enable *Program Participants* to:
 - a. understand and respect *traditional forest-related knowledge*;
 - b. identify and protect spiritually, historically, or culturally important sites;
 - c. address the use of *non-timber forest products* of value to *Indigenous Peoples* in areas where *Program Participants* have management responsibilities on public lands; and
 - d. respond to *Indigenous Peoples'* inquiries and concerns received.

Performance Measure 8.3. *Program Participants* are encouraged to communicate with and shall respond to local *Indigenous Peoples* with respect to sustainable forest management practices on their private lands.

Indicators:

1. *Program Participants* are aware of *traditional forest-related knowledge*, such as known cultural heritage sites, the use of wood in traditional buildings and crafts, and flora that may be used in cultural practices for food, ceremonies or medicine.
2. Respond to *Indigenous Peoples'* inquiries and concerns received.

Objective 9. Legal and Regulatory Compliance

To comply with applicable federal, provincial, state, and local laws and regulations.

Performance Measure 9.1. *Program Participants* shall comply with applicable federal, provincial, state and local *forestry* and related social and environmental laws and regulations.

Indicators:

1. Access to relevant laws and regulations in appropriate locations.
2. System to achieve compliance with applicable federal, provincial, state, or local laws and regulations.
3. Demonstration of commitment to legal compliance through available *regulatory action information*.

Performance Measure 9.2. *Program Participants* shall take appropriate steps to comply with all applicable social laws at the federal, provincial, state and local levels in the country in which the *Program Participant* operates.

Indicators:

1. Written *policy* demonstrating commitment to comply with social laws, such as those covering civil rights, equal employment opportunities, anti-discrimination and anti-harassment measures, workers' compensation, *Indigenous Peoples'* rights, workers' and communities' right to know, prevailing wages, workers' right to organize, and occupational health and safety.
2. *Forestry enterprises* will respect the rights of workers and labor representatives in a manner that encompasses the intent of the International Labor Organization (ILO) core conventions.

Objective 10. Forestry Research, Science and Technology

To invest in *forestry* research, science and technology, upon which sustainable forest management decisions are based and broaden the awareness of climate change impacts on forests, *wildlife* and *biological diversity*.

Performance Measure 10.1. *Program Participants* shall individually and/or through cooperative efforts involving *SFI Implementation Committees*, associations or other partners provide in-kind support or funding for forest research to improve *forest health*, *productivity* and sustainable management of forest resources, and the environmental benefits and performance of forest products.

Indicators:

1. Financial or in-kind support of research to address questions of relevance in the region of operations. Examples could include, but are not limited to, areas of forest *productivity*, water quality, *biodiversity*, community issues-or similar areas that build broader understanding of the benefits and impacts of forest management.
2. Research on genetically engineered trees via *forest tree biotechnology* shall adhere to all applicable federal, state, and provincial regulations and international protocols ratified by the United States and/or Canada depending on jurisdiction of management.

Performance Measure 10.2. *Program Participants* shall — individually and/or through cooperative efforts involving *SFI Implementation Committees*, associations or other partners — develop or use state, provincial or regional analyses in support of their *sustainable forestry programs*.

Indicator:

1. Participation — individually and/or through cooperative efforts involving *SFI Implementation Committees* and/or associations at the national, state, provincial or regional level, in the development or use of some of the following:
 - a. regeneration assessments;
 - b. *growth and drain* assessments;
 - c. *best management practices* implementation and conformance;
 - d. *biodiversity conservation* information for family forest owners; and
 - e. social, cultural or economic benefit assessments.

Performance Measure 10.3. *Program Participants* shall —individually and/or through cooperative efforts involving *SFI Implementation Committees*, associations or other partners— broaden the awareness of *climate change* impacts on forests, *wildlife* and *biological diversity*.

Indicators:

1. Where available, monitor information generated from regional climate models on *long-term forest health, productivity* and *economic viability*.
2. *Program Participants* are knowledgeable about *climate change* impacts on *wildlife, wildlife habitats* and *conservation of biological diversity* through international, national, regional or local *programs*.

Objective 11. Training and Education

To improve the implementation of *sustainable forestry* practices through appropriate training and education *programs*.

Performance Measure 11.1. *Program Participants* shall require appropriate training of personnel and contractors so that they are competent to fulfill their responsibilities under the *SFI 2015-2019 Forest Management Standard*.

Indicators:

1. Written statement of commitment to the *SFI 2015-2019 Forest Management Standard* communicated throughout the organization, particularly to facility and woodland managers, and field foresters.
2. Assignment and understanding of roles and responsibilities for achieving *SFI 2015-2019 Forest Management Standard objectives*.
3. Staff education and training sufficient to their roles and responsibilities.
4. Contractor education and training sufficient to their roles and responsibilities.

5. *Program Participants* shall have written agreements for the use of *qualified logging professionals* and/or *certified logging professionals* (where available) and/or *wood producers* that have completed training *programs* and are recognized as *qualified logging professionals*.

Performance Measure 11.2. *Program Participants* shall work — individually and/or with *SFI Implementation Committees*, logging or *forestry* associations, or appropriate agencies or others in the *forestry* community — to foster improvement in the professionalism of *wood producers*.

Indicators:

1. Participation in or support of *SFI Implementation Committees* to establish criteria and identify delivery mechanisms for *wood producer* training courses and periodic continuing education that address:
 - a. awareness of *sustainable forestry principles* and the *SFI program*;
 - b. *best management practices*, including streamside management and road construction, maintenance and retirement;
 - c. *reforestation, invasive exotic plants and animals*, forest resource *conservation*, aesthetics and *special sites*;
 - d. awareness of responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act, and other measures to protect *wildlife habitat* (e.g., *Forests with Exceptional Conservation Value*);
 - e. awareness of rare forested natural communities as identified by provincial or state agencies, or by credible organizations such as NatureServe and The Nature Conservancy;
 - f. logging safety;
 - g. U.S. Occupational Safety and Health Administration (OSHA) and Canadian Centre for Occupational Health and Safety (CCOHS) regulations, wage and hour rules, and other provincial, state and local employment laws;
 - h. transportation issues;
 - i. business management;
 - j. *public policy* and outreach; and
 - k. awareness of emerging technologies.
2. The *SFI Implementation Committee*-approved *wood producer* training *programs* shall have a continuing education component with coursework that supports the current training *programs*, safety and the *principles of sustainable forestry*.
3. Participation in or support of *SFI Implementation Committees* to establish criteria for recognition of logger certification *programs*, where they exist, that include:
 - a. completion of *SFI Implementation Committee* recognized *wood producer* training *programs* and meeting continuing education requirements of the training *program*;
 - b. independent in-the-forest verification of conformance with the logger certification *program* standards;

- c. compliance with all applicable laws and regulations including responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act and other measures to protect *wildlife habitat*;
- d. use of *best management practices* to protect water quality;
- e. logging safety;
- f. compliance with acceptable *silviculture* and utilization standards;
- g. aesthetic management techniques employed where applicable; and
- h. adherence to a management or harvest plan that is site specific and agreed to by the forest landowner.

Objective 12. Community Involvement and Landowner Outreach

To broaden the practice of *sustainable forestry* through public outreach, education, and involvement, and to support the efforts of *SFI Implementation Committees*.

Performance Measure 12.1. *Program Participants* shall support and promote efforts by consulting foresters, state, provincial and federal agencies, state or local groups, professional societies, *conservation organizations*, *Indigenous Peoples* and governments, community groups, sporting organizations, labor, universities, extension agencies, the *American Tree Farm System®* and/or other landowner cooperative *programs* to apply *principles* of sustainable forest management.

Indicators:

1. Support, including financial, for efforts of *SFI Implementation Committees*.
2. Support, individually or collaboratively, education and outreach to forest landowners describing the importance of and providing implementation guidance on:
 - a. *best management practices*;
 - b. *reforestation and afforestation*;
 - c. *visual quality management*;
 - d. *conservation objectives*, such as critical *wildlife habitat* elements, *biodiversity*, *threatened and endangered species*, and *Forests with Exceptional Conservation Value*;
 - e. management of harvest residue (e.g., slash, limbs, tops) that considers economic, social and environmental factors (e.g., organic and nutrient value to future forests) and other utilization needs;
 - f. control of *invasive exotic plants and animals*;
 - g. characteristics of *special sites*; and
 - h. reduction of wildfire risk.
3. Participation in efforts to support or promote *conservation* of managed forests through voluntary market-based incentive *programs* such as current-use taxation *programs*, *Forest Legacy Program* or *conservation easements*.

Performance Measure 12.2. *Program Participants* shall support and promote, at the state, provincial or other appropriate levels, mechanisms for public outreach, education and involvement related to sustainable forest management.

Indicator:

1. Periodic educational opportunities promoting *sustainable forestry*, such as:
 - a. field tours, seminars, websites, webinars or workshops;
 - b. educational trips;
 - c. self-guided forest management trails;
 - d. publication of articles, educational pamphlets or newsletters; or
 - e. support for state, provincial, and local forestry organizations and soil and water *conservation* districts.

Performance Measure 12.3. *Program Participants* shall establish, at the state, provincial or other appropriate levels, procedures to address concerns raised by loggers, consulting foresters, employees, unions, the public or other *Program Participants* regarding practices that appear inconsistent with the *SFI 2015-2019 Forest Management Standard principles and objectives*.

Indicators:

1. Support for *SFI Implementation Committees* (e.g., toll-free numbers and other efforts) to address concerns about apparent nonconforming practices.
2. Process to receive and respond to public inquiries. *SFI Implementation Committees* shall submit data annually to *SFI Inc.* regarding concerns received and responses.

Objective 13. Public Land Management Responsibilities

To participate and implement sustainable forest management on *public lands*.

Performance Measure 13.1. *Program Participants* with forest management responsibilities on *public lands* shall participate in the development of *public land* planning and management processes.

Indicators:

1. Involvement in *public land* planning and management activities with appropriate governmental entities and the public.
2. Appropriate contact with local stakeholders over forest management issues through state, provincial, federal or independent collaboration.

Objective 14. Communications and Public Reporting

To increase transparency and to annually report progress on conformance with the *SFI 2015-2019 Forest Management Standard*.

Performance Measure 14.1. A *Program Participant* shall provide a summary audit report, prepared by the *certification body*, to *SFI Inc.* after the successful completion of a certification, recertification or surveillance audit to the *SFI 2015-2019 Forest Management Standard*.

Indicator:

1. The summary audit report submitted by the *Program Participant* (one copy must be in English), shall include, at a minimum,
 - a. a description of the audit process, *objectives* and scope;
 - b. a description of substitute *indicators*, if any, used in the audit and a rationale for each;
 - c. the name of the *Program Participant* that was audited, including its *SFI* representative;
 - d. a general description of the *Program Participant's* forestland included in the audit;
 - e. the name of the *certification body* and *lead auditor* (names of the *audit team* members, including *technical experts*, may be included at the discretion of the *audit team* and *Program Participant*);
 - f. the dates the audit was conducted and completed;
 - g. a summary of the findings, including general descriptions of evidence of conformity and any nonconformities and corrective action plans to address them, opportunities for improvement, and exceptional practices; and
 - h. the certification decision.

The summary audit report will be posted on the *SFI Inc.* website (www.sfiprogram.org) for public review.

Performance Measure 14.2. *Program Participants* shall report annually to *SFI Inc.* on their conformance with the *SFI 2015-2019 Forest Management Standard*.

Indicators:

1. Prompt response to the *SFI* annual progress report survey.
2. Record keeping for all the categories of information needed for *SFI* annual progress report surveys.
3. Maintenance of copies of past survey reports to document progress and improvements to demonstrate conformance to the *SFI 2015-2019 Forest Management Standard*.

Objective 15. Management Review and Continual Improvement

To promote continual improvement in the practice of *sustainable forestry* by conducting a management review and monitoring performance.

Performance Measure 15.1. *Program Participants* shall establish a management review system to examine findings and progress in implementing the *SFI 2015-2019 Forest Management Standard*, to make appropriate improvements in *programs*, and to inform their employees of changes.

Indicators:

1. System to review commitments, *programs* and procedures to evaluate effectiveness.
2. System for collecting, reviewing, and reporting information to management regarding progress in achieving *SFI 2015-2019 Forest Management Standard objectives* and *performance measures*.
3. Annual review of progress by management and determination of changes and improvements necessary to continually improve conformance to the *SFI 2015-2019 Forest Management Standard*.

SECTION 3

SFI 2015-2019 FIBER SOURCING STANDARD

JANUARY 2015



SUSTAINABLE
FORESTRY
INITIATIVE

SFI-00001





SFI 2015-2019 FIBER SOURCING STANDARD

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1. GENERAL

1.1 Scope

What the *Fiber Sourcing Standard* Does

The *SFI 2015-2019 Fiber Sourcing Standard* promotes responsible forestry practices based on 14 *Principles*, 13 *Objectives*, 21 *Performance Measures* and 55 *Indicators*. These *fiber sourcing* requirements include measures to broaden the practice of *biodiversity*, use forestry *best management practices* to protect water quality, provide outreach to landowners, and utilize the services of forest management and harvesting professionals.

What the *Fiber Sourcing Standard* Covers

The *SFI 2015-2019 Fiber Sourcing Standard* applies to any organization with a *fiber sourcing* program that acquires roundwood and field-manufactured or primary-mill residual chips, pulp and veneer to support a forest products facility. Appendix 1 applies to any *primary producer* or *secondary producer* who uses the *SFI Certified Sourcing* on-product label or claim.

Geographic Application of the *Fiber Sourcing Standard*

The *SFI 2015-2019 Fiber Sourcing Standard* applies to organizations in the United States and Canada that procure wood domestically or globally. *Secondary producers* who utilize Appendix 1 can apply it to any organization globally.

1.2 Additional Requirements

SFI Program Participants that own or have management authority for forestlands must also conform to the *SFI 2015-2019 Forest Management Standard*.

Use of the *SFI* on-product labels and claims shall follow Section 5 - Rules for Use of *SFI* On-Product Labels and Off-Product Marks as well as ISO 14020:2000.

1.3 References

This standard incorporates, by dated or undated reference, provisions from other publications. These normative and informative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated and undated references, the latest edition of the publication applies.

Normative References

- i. ISO/IEC 17021:2011 - Conformity Assessment - Requirements for bodies providing audit and certification of management systems
- ii. ISO/IEC Guide 2:2004 Standardization and related activities - General vocabulary
- iii. Section 7 - *SFI* Policies
- iv. Section 9 - *SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation*
- v. Section 10 - Communications and Public Reporting
- vi. Section 13 - *SFI* Definitions
- vii. Interpretations for the Requirements for the *SFI* 2015-2019 Program

For the purposes of this standard, the relevant definitions given in ISO/IEC Guide 2:2004 apply, together with the definitions in the *SFI* Definitions (Section 13).

Informative References

- i. ISO 14001:2004 Environmental Management Systems - Specification with guidance for use
- ii. PEFC ST 1003:2010 Sustainable Forest Management Requirements, November 26, 2010
- iii. Section 6 - Guidance to *SFI* 2015-2019 Standards
- iv. Section 8 - *SFI* Standards Development and Interpretations Process
- v. Section 11 - Public Inquiries and Official Complaints
- vi. Section 12 - Optional Modules

1.4 *SFI 2015-2019 Fiber Sourcing Standard Principles*

SFI Program Participants believe forest landowners have an important stewardship responsibility and a commitment to society, and they recognize the importance of maintaining viable commercial, family forest, and *conservation* forest land bases. They support *sustainable forestry* practices on forestland they manage, and promote it on other lands. They support efforts to protect private property rights, and to help all private landowners manage their forestland sustainably. In keeping with this responsibility, *SFI Program Participants* shall have a written *policy* (or *policies*) to implement and achieve the following *principles*:

1. Sustainable Forestry

To practice *sustainable forestry* to meet the needs of the present without compromising the ability of future generations to meet their own needs by practicing a land stewardship ethic that integrates *reforestation* and the managing, growing, nurturing and harvesting of trees for useful products and *ecosystem services* such as the *conservation* of soil, air and water quality, carbon, *biological diversity*, *wildlife* and *aquatic habitats*, recreation and aesthetics.

2. Forest Productivity and Health

To provide for regeneration after harvest and maintain the productive capacity of the forest land base, and to protect and maintain *long-term* forest and soil *productivity*. In addition, to protect forests from economically or environmentally undesirable levels of wildfire, pests, diseases, *invasive exotic plants and animals*, and other damaging agents and thus maintain and improve *long-term forest health* and *productivity*.

3. Protection of Water Resources

To protect water bodies and *riparian areas* and to conform with forestry *best management practices* to protect water quality.

4. Protection of Biological Diversity

To manage forests in ways that protect and promote *biological diversity*, including animal and plant species, *wildlife habitats*, and ecological or natural community types.

5. Aesthetics and Recreation

To manage the visual impacts of forest operations, and to provide recreational opportunities for the public.

6. Protection of Special Sites

To manage lands that are ecologically, geologically or *culturally important* in a manner that takes into account their unique qualities.

7. Responsible Fiber Sourcing Practices in North America

To use and promote among other forest landowners *sustainable forestry* practices that are both scientifically credible and economically, environmentally and socially responsible.

8. Legal Compliance

To comply with applicable federal, provincial, state, and local *forestry* and related environmental laws, statutes, and regulations.

9. Research

To support advances in sustainable forest management through *forestry* research, science and technology.

10. Training and Education

To improve the practice of *sustainable forestry* through training and education *programs*.

11. Community Involvement and Social Responsibility

To broaden the practice of *sustainable forestry* on all lands through community involvement, socially responsible practices, and through recognition and respect of *Indigenous Peoples'* rights and *traditional forest-related knowledge*.

12. Transparency

To broaden the understanding of forest certification to the *SFI 2015-2019 Fiber Sourcing Standard* by documenting certification audits and making the findings publicly available.

13. Continual Improvement

To continually improve the practice of forest management, and to monitor, measure and report performance in achieving the commitment to *sustainable forestry*.

14. Avoidance of Controversial Sources including Illegal Logging in Offshore Fiber Sourcing

To avoid wood fiber from *illegally logged* forests when procuring fiber outside of North America, and to avoid sourcing *fiber from countries without effective social laws*.

1.5 SFI 2015-2019 Fiber Sourcing Standard Objectives

A summary of the *SFI 2015-2019 Fiber Sourcing Standard Objectives* follows:

Objective 1. Biodiversity in Fiber Sourcing

To address the practice of *sustainable forestry* by conserving *biological diversity*.

Objective 2. Adherence to Best Management Practices

To broaden the practice of *sustainable forestry* through the use of *best management practices* to protect water quality.

Objective 3. Use of Qualified Resource and Qualified Logging Professionals

To encourage forest landowners to utilize the services of *qualified logging professionals, certified logging professionals* (where available) and *qualified resource professionals*.

Objective 4. Legal and Regulatory Compliance

To comply with applicable federal, provincial, state and local laws and regulations.

Objective 5. Forestry Research, Science and Technology

To invest in *forestry* research, science and technology, upon which sustainable forest management decisions are based and broaden the awareness of *climate change* impacts on forests, *wildlife* and *biological diversity*.

Objective 6. Training and Education

To improve the implementation of *sustainable forestry* practices through appropriate training and education *programs*.

Objective 7. Community Involvement and Landowner Outreach

To broaden the practice of *sustainable forestry* through public outreach, education, and involvement and to support the efforts of *SFI Implementation Committees*.

Objective 8. Public Land Management Responsibilities

To participate and implement sustainable forest management on *public lands*.

Objective 9. Communications and Public Reporting

To increase transparency and to annually report progress on conformance with the *SFI 2015-2019 Fiber Sourcing Standard*.

Objective 10. Management Review and Continual Improvement

To promote continual improvement in the practice of *sustainable forestry* by conducting a management review and monitoring performance.

Objective 11. Promote Conservation of Biological Diversity, Biodiversity Hotspots and High-Biodiversity Wilderness Areas

To promote the *conservation of biological diversity, biodiversity hotspots and high-biodiversity wilderness areas* in *fiber sourcing programs*.

Objective 12. Avoidance of *Controversial Sources* including *Illegal Logging*

To avoid *illegal logging* in *fiber sourcing* programs.

Objective 13. Avoidance of *Controversial Sources* including *Fiber Sourced from Areas without Effective Social Laws*

To avoid *controversial sources* in *fiber sourcing* programs.

1.6 SFI 2015-2019 Fiber Sourcing Standard Requirements

Fiber sourcing within the United States and Canada (Objectives 1-10 apply).

Objective 1. *Biodiversity in Fiber Sourcing*

To address the practice of *sustainable forestry* by conserving *biological diversity*.

Performance Measure 1.1. Promotion and *conservation of biological diversity*.

Indicators:

1. *Program Participants* shall address *conservation of biodiversity*, individually or collaboratively, through a *program* which includes one or more of the following:
 - a. promotion of *biological diversity* utilizing information from organizations such as World Resources Institute, The Nature Conservancy, NatureServe, Conservation International, State Wildlife Action Plans, State Forest Action Plans and assessments;
 - b. conducting local and regional level *landscape* assessments;
 - c. involvement with local or regional *conservation* efforts;
 - d. use of relevant information on *biological diversity* from credible sources (such as those noted above) in approved training and education programs; or
 - e. other credible approaches.
2. *Program* to address *Forests with Exceptional Conservation Value* in harvests of *purchased stumpage*.

Objective 2. Adherence to *Best Management Practices*

To broaden the practice of *sustainable forestry* through the use of *best management practices* to *protect* water quality.

Performance Measure 2.1. *Program Participants* shall clearly define and implement *policies* to ensure that facility inventories and *fiber sourcing* activities do not compromise adherence to the *principles of sustainable forestry*.

Indicators:

1. *Program* to require that harvests of *purchased stumpage* comply with *best management practices*.
2. Use of written agreements for the purchase of raw material sourced directly from the forest is required and must include provisions requiring the use of *best management practices*.

3. *Program* to address adverse weather conditions.

4. *Program Participants* shall clearly define their *fiber sourcing policies* in writing and make them available to *wood producers*.

Performance Measure 2.2. *Program Participants* shall monitor the use of *best management practices*.

Indicators:

1. A *verifiable monitoring* system to:
 - a. monitor the use of *best management practices* by *wood producers* supplying the *Program Participant*; and
 - b. evaluate use of *best management practices* across the *wood and fiber supply area*.
2. Use of information from the *verifiable monitoring* system to maintain rates of conformance to *best management practices* and to identify areas for improved performance.

Objective 3. Use of *Qualified Resource* and *Qualified Logging Professionals*

To encourage forest landowners to utilize the services of *qualified logging professionals*, *certified logging professionals* (where available) and *qualified resource professionals*.

Performance Measure 3.1. *Program Participants* shall encourage landowners to utilize the services of *qualified logging professionals*, *certified logging professionals* (where available), *qualified resource professionals* and to apply *principles of sustainable forest management* on their lands.

Indicators:

1. *Program* to promote the use of *qualified logging professionals*, *certified logging professionals* (where available), and *qualified resource professionals*.
2. List of *qualified logging professionals*, *certified logging professionals* and *qualified resource professionals* maintained by a *Program Participant*, state or provincial agency, loggers' association or other organization.

Objective 4. Legal and Regulatory Compliance

To comply with applicable federal, provincial, state and local laws and regulations.

Performance Measure 4.1. *Program Participants* shall comply with applicable federal, provincial, state and local *forestry* and related social and environmental laws and regulations and take steps to avoid *illegal logging*.

Indicators:

1. Access to relevant laws and regulations in appropriate locations.
2. System to achieve compliance with applicable federal, provincial, state or local laws and regulations.
3. Demonstration of commitment to legal compliance through *available regulatory action information*.

4. *Program* to assess the risk that the *Program Participant's* fiber sourcing program could acquire material from *illegal logging* by considering some of the following:
 - a. communications with suppliers;
 - b. independent research;
 - c. contract documentation; and
 - d. maintaining records.
5. *Program* to address any significant risk identified under 4.1.4.

Performance Measure 4.2. *Program Participants* shall take appropriate steps to comply with all applicable social laws at the federal, provincial, state and local levels in the country in which the *Program Participant* operates.

Indicator:

1. Written *policy* demonstrating commitment to comply with social laws, such as those covering civil rights, equal employment opportunities, anti-discrimination and anti-harassment measures, workers' compensation, *Indigenous Peoples'* rights, workers' and communities' right to know, prevailing wages, workers' right to organize, and occupational health and safety.

Objective 5. Forestry Research, Science and Technology

To invest in *forestry* research, science and technology, upon which sustainable forest management decisions are based and broaden the awareness of *climate change* impacts on forests, *wildlife* and *biological diversity*.

Performance Measure 5.1. *Program Participants* shall — individually and/or through cooperative efforts involving *SFI Implementation Committees*, associations or other partners — provide in-kind support or funding for forest research to improve *forest health*, *productivity*, and sustainable management of forest resources, and the environmental benefits and performance of forest products.

Indicators:

1. Financial or in-kind support of research to address questions of relevance in the region of operations. Examples could include, but are not limited to, areas of forest *productivity*, water quality, *biodiversity*, community issues, or similar areas that build broader understanding of the benefits and impacts of forest management.
2. Research on genetically engineered trees via *forest tree biotechnology* shall adhere to all applicable federal, state, and provincial regulations and international protocols ratified by the U.S. or Canada depending on jurisdiction of management.

Performance Measure 5.2. *Program Participants* shall individually and/or through cooperative efforts involving *SFI Implementation Committees*, associations or other partners develop or use state, provincial or regional analyses in support of their *sustainable forestry programs*.

Indicator:

1. Participation, individually and/or through cooperative efforts involving *SFI Implementation Committees* and/or associations at the national, state, provincial or regional level, in the development or use of some of the following:
 - a. regeneration assessments;
 - b. *growth and drain* assessments;
 - c. *best management practices* implementation and conformance;
 - d. *biodiversity* conservation information for family forest owners; and
 - e. social, cultural or economic benefit assessments.

Performance Measure 5.3. *Program Participants* shall individually and/or through cooperative efforts involving *SFI Implementation Committees*, associations or other partners broaden the awareness of *climate change* impacts on forests, *wildlife* and *biological diversity*.

Indicators:

1. Where available, monitor information generated from regional climate models on *long-term forest health*, *productivity* and *economic viability*.
2. *Program Participants* are knowledgeable about *climate change* impacts on *wildlife*, *wildlife habitats* and *conservation of biological diversity* through international, national, regional or local *programs*.

Objective 6. Training and Education

To improve the implementation of *sustainable forestry* practices through appropriate training and education *programs*.

Performance Measure 6.1. *Program Participants* shall require appropriate training of personnel and contractors so that they are competent to fulfill their responsibilities under the *SFI 2015-2019 Fiber Sourcing Standard*.

Indicators:

1. Written statement of commitment to the *SFI 2015-2019 Fiber Sourcing Standard* communicated throughout the organization, particularly to facility and woodland managers, *fiber sourcing* staff and field foresters.
2. Assignment and understanding of roles and responsibilities for achieving *SFI 2015-2019 Fiber Sourcing Standard Objectives*.
3. Staff education and training sufficient to their roles and responsibilities.
4. Contractor education and training sufficient to their roles and responsibilities.
5. *Program Participants* shall have written agreements for the use of *qualified logging professionals* and/or *certified logging professionals* (where available) and/or *wood producers* that have completed training *programs* and are recognized as *qualified logging professionals*.

Performance Measure 6.2. *Program Participants* shall work individually and/or with *SFI Implementation Committees*, logging or *forestry* associations, or appropriate agencies or others in the *forestry* community to foster improvement in the professionalism of *wood producers*.

Indicators:

1. Participation in or support of *SFI Implementation Committees* to establish criteria and identify delivery mechanisms for *wood producer* training courses and periodic continuing education that address:
 - a. awareness of *sustainable forestry* principles and the *SFI Program*;
 - b. *best management practices*, including streamside management and road construction, maintenance and retirement;
 - c. *reforestation*, *invasive exotic plants and animals*, forest resource *conservation*, aesthetics and *special sites*;
 - d. awareness of responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act, and other measures to protect *wildlife habitat* (e.g., *Forests with Exceptional Conservation Value*);
 - e. awareness of rare forested natural communities as identified by provincial or state agencies, or by credible organizations such as NatureServe and The Nature Conservancy;
 - f. logging safety;
 - g. U.S. Occupational Safety and Health Administration (OSHA) and Canadian Centre for Occupational Health and Safety (CCOHS) regulations, wage and hour rules, and other provincial, state and local employment laws;
 - h. transportation issues;
 - i. business management;
 - j. public *policy* and outreach; and
 - k. awareness of emerging technologies.
2. The *SFI Implementation Committee*-approved *wood producer* training programs shall have a continuing education component with coursework that supports the current training programs, safety and the *principles of sustainable forestry*.
3. Participation in or support of *SFI Implementation Committees* to establish criteria for recognition of logger certification *programs*, where they exist, that include:
 - a. completion of *SFI Implementation Committee* recognized *wood producer* training *programs* and meeting continuing education requirements of the training *program*;
 - b. independent in-the-forest verification of conformance with the logger certification *program* standards;
 - c. compliance with all applicable laws and regulations including responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act and other measures to protect *wildlife habitat*;
 - d. use of *best management practices* to protect water quality;
 - e. logging safety;

- f. compliance with acceptable *silviculture* and utilization standards;
- g. aesthetic management techniques employed where applicable; and
- h. adherence to a management or harvest plan that is site specific and agreed to by the forest landowner.

Objective 7. Community Involvement and Landowner Outreach

To broaden the practice of *sustainable forestry* through public outreach, education, and involvement and to support the efforts of *SFI Implementation Committees*.

Performance Measure 7.1. *Program Participants* shall support and promote efforts by consulting foresters, state, provincial and federal agencies, state or local groups, professional societies, *conservation* organizations, *Indigenous Peoples* and governments, community groups, sporting organizations, labor, universities, extension agencies, the *American Tree Farm System*® and/or other landowner cooperative *programs* to apply *principles* of sustainable forest management.

Indicators:

1. Support, including financial, for efforts of *SFI Implementation Committees*.
2. Support, individually or collaboratively, education and outreach to forest landowners describing the importance of and providing implementation guidance on:
 - a. *best management practices*;
 - b. *reforestation* and *afforestation*;
 - c. *visual quality management*;
 - d. *conservation objectives*, such as of critical *wildlife habitat* elements, biodiversity, *threatened and endangered species*, and *Forests with Exceptional Conservation Value*;
 - e. management of harvest residue (e.g., slash, limbs, tops) considers economic, social, environmental factors (e.g., organic and nutrient value to future forests) and other utilization needs;
 - f. control of *invasive exotic plants and animals*;
 - g. characteristics of *special sites*; and
 - h. reduction of wildfire risk.
3. Participation in efforts to support or promote *conservation* of managed forests through voluntary market-based incentive *programs* such as current-use taxation *programs*, *Forest Legacy Program* or *conservation* easements.
4. *Program Participants* are knowledgeable about credible regional *conservation* planning and priority-setting efforts that include a broad range of stakeholders and have a *program* to take into account the results of these efforts in planning.
5. *Program Participants* with *fiber sourcing programs*, either individually or collaboratively with *SFI Implementation Committees*, encourage forest landowners to participate in forest management certification *programs*.

Performance Measure 7.2. *Program Participants* shall support and promote, at the state, provincial or other appropriate levels, mechanisms for public outreach, education and involvement related to sustainable forest management.

Indicator:

1. Periodic educational opportunities promoting *sustainable forestry*, such as:
 - a. field tours, seminars, websites, webinars or workshops;
 - b. educational trips;
 - c. self-guided forest management trails;
 - d. publication of articles, educational pamphlets or newsletters; or
 - e. support for state, provincial, and local *forestry* organizations and soil and water *conservation* districts.

Performance Measure 7.3. *Program Participants* shall establish, at the state, provincial, or other appropriate levels, procedures to address concerns raised by loggers, consulting foresters, employees, unions, the public or other *Program Participants* regarding practices that appear inconsistent with the *SFI 2015-2019 Fiber Sourcing Standard principles and objectives*.

Indicators:

1. Support for *SFI Implementation Committees* (e.g., toll-free numbers and other efforts) to address concerns about apparent nonconforming practices.
2. Process to receive and respond to public inquiries. *SFI Implementation Committees* shall submit data annually to *SFI Inc.* regarding concerns received and responses.

Objective 8. Public Land Management Responsibilities

To participate and implement sustainable forest management on *public lands*.

Performance Measure 8.1. *Program Participants* with *forest management responsibilities on public lands* shall participate in the development of *public land* planning and management processes.

Indicators:

1. Involvement in *public land* planning and management activities with appropriate governmental entities and the public.
2. Appropriate contact with local stakeholders over forest management issues through state, provincial, federal or independent collaboration.

Objective 9. Communications and Public Reporting

To increase transparency and to annually report progress on conformance with the *SFI 2015-2019 Fiber Sourcing Standard*.

Performance Measure 9.1. A *Program Participant* shall provide a summary audit report, prepared by the *certification body*, to *SFI Inc.* after the successful completion of a certification, recertification or surveillance audit to the *SFI 2015-2019 Fiber Sourcing Standard*.

Indicator:

1. The summary audit report submitted by the *Program Participant* (one copy must be in English), shall include, at a minimum:
 - a. a description of the audit process, *objectives* and scope;
 - b. a description of substitute *indicators*, if any, used in the audit and a rationale for each;
 - c. the name of the *Program Participant* that was audited, including its *SFI* representative;
 - d. a general description of the *Program Participant's* forestland, fiber procurement and/or manufacturing operations included in the audit;
 - e. the name of the *certification body* and *lead auditor* (names of the *audit team* members, including *technical experts* may be included at the discretion of the *audit team* and *Program Participant*);
 - f. the dates the audit was conducted and completed;
 - g. a summary of the findings, including general descriptions of evidence of conformity and any nonconformities and corrective action plans to address them, opportunities for improvement, and exceptional practices; and
 - h. the certification decision.

The summary audit report will be posted on the *SFI Inc.* website (www.sfiprogram.org) for public review.

Performance Measure 9.2. *Program Participants* shall report annually to *SFI Inc.* on their conformance with the *SFI 2015-2019 Fiber Sourcing Standard*

Indicators:

1. Prompt response to the *SFI* annual progress report survey.
2. Record keeping for all the categories of information needed for *SFI* annual progress report surveys.
3. Maintenance of copies of past survey reports to document progress and improvements to demonstrate conformance to the *SFI 2015-2019 Fiber Sourcing Standard*.

Objective 10. Management Review and Continual Improvement

To promote continual improvement in the practice of *sustainable forestry* by conducting a management review and monitoring performance.

Performance Measure 10.1. *Program Participants* shall establish a management review system to examine findings and progress in implementing the *SFI 2015-2019 Fiber Sourcing Standard*, to make appropriate improvements in *programs*, and to inform their employees of changes.

Indicators:

1. System to review commitments, *programs* and procedures to evaluate effectiveness.
2. System for collecting, reviewing and reporting information to management regarding progress in achieving *SFI 2015-2019 Fiber Sourcing Standard objectives and performance measures*.
3. Annual review of progress by management and determination of changes and improvements necessary to continually improve conformance to the *SFI 2015-2019 Fiber Sourcing Standard*.

Fiber sourcing outside the United States and Canada (For fiber sourcing from outside the United States and Canada, Objectives 11-13 also apply.)

Objective 11. Promote Conservation of Biological Diversity, Biodiversity Hotspots and High-Biodiversity Wilderness Areas

To promote the *conservation of biological diversity, biodiversity hotspots and high-biodiversity wilderness areas* in fiber sourcing programs.

Performance Measure 11.1. *Program Participants* shall ensure that their *fiber sourcing programs* support the *principles of sustainable forestry*, including efforts to promote *conservation of biological diversity*.

Indicators:

1. *Fiber sourcing* from areas outside the United States and Canada promotes *conservation of biological diversity*, utilizing information from the following sources:
 - a. *biodiversity hotspots and high-biodiversity wilderness areas* as identified by Conservation International; and
 - b. *rare species and habitat information* derived from organizations such as the World Resources Institute, the *Alliance for Zero Extinction*, the World Wildlife Fund, the International Union for Conservation of Nature and NatureServe.
2. *Program with direct suppliers* to promote the *principles of sustainable forestry*.
3. Documented information that includes knowledge about *direct suppliers' application of the principles of sustainable forestry*.

Objective 12. Avoidance of Controversial Sources including Illegal Logging

To avoid *illegal logging* in fiber sourcing programs.

Performance Measure 12.1. *Program Participants* shall ensure that their *fiber sourcing programs* support the *principles of sustainable forestry*, including efforts to reduce the risk of *illegal logging*.

[See Section 7 – SFI Policies.]

Indicators:

1. Process to assess the risk that the *Program Participant's fiber sourcing program* could acquire material from *illegal logging* such as consulting information from the World Resources Institute Risk Information Tool, the World Bank Legal Rights Index, or Transparency International.
2. *Program* to address any significant risk identified under 12.1.1.
3. *Program with direct suppliers* to promote the *principles of sustainable forestry*.
4. Documented information that includes knowledge about *direct suppliers' application of the principles of sustainable forestry*.

Objective 13. Avoidance of Controversial Sources including Fiber Sourced from Areas without Effective Social Laws

To avoid *controversial sources* in fiber sourcing programs.

Performance Measure 13.1. *Program Participants* shall avoid *controversial sources* and encourage socially sound practices.

Indicators:

1. Process to assess the risk that the *Program Participant's fiber sourcing* could take place in countries without effective laws addressing the following:
 - a. workers' health and safety;
 - b. fair labor practices;
 - c. *Indigenous Peoples'* rights;
 - d. anti-discrimination and anti-harassment measures;
 - e. prevailing wages; and
 - f. workers' right to organize.
2. *Program* to address any significant risk identified under 13.1.1.

APPENDIX 1: RULES FOR USE OF SFI CERTIFIED SOURCING LABEL

PREFACE

SFI Inc. is an independent, non-profit, charitable organization dedicated to promoting sustainable forest management in North America and supporting responsible procurement globally. *SFI* governed by a three-chamber Board of Directors representing environmental, social and economic interests equally, and the SFI program addresses local needs through its grassroots network of 34 *SFI Implementation Committees* across North America. *SFI Inc.* directs all elements of the SFI program including the *SFI* forest management, *fiber sourcing* and *chain-of-custody* standards, labeling and marketing.

Consumers in growing numbers want assurance that their buying decisions represent a sound environmental choice. They are asking for proof that wood, paper and packaging products are made with raw materials from *certified forest content* and *certified sourcing*. The Rules for Use of *SFI* On-Product Labels as well as the *SFI Chain-of-Custody Standard* deliver a reliable and credible mechanism so businesses can provide this assurance to their customers.

The SFI program meets guidelines on environmental claims in product advertising and communication issued by the U.S. Federal Trade Commission and guidelines on environmental labeling and advertising issued by the Competition Bureau of Canada.

Studies have shown that consumers appreciate the value of forest certification in helping them identify wood and paper products from legal, responsible sources.

The fact that the SFI program can deliver a steady supply of fiber from well-managed forests is especially important at a time when there is increasing demand for green building and responsible paper purchasing, and only 10 percent of the world's forests are certified.

PART 1. SCOPE AND PURPOSE

1.1 Scope

This section describes the requirements for *Program Participants*, both *primary producers* and *secondary producers*, in the United States or Canada seeking use of the *SFI Certified Sourcing* on-product label. *Primary* or *secondary producers* with operations outside of the United States and Canada should refer to Part 4 of this Appendix.

1.2 Purpose

The purpose of this section is to describe the requirements *Program Participants* and *secondary producers* must meet in order to use the *SFI* on-product label or claim.

1.3 Label

The following label applies to this section.



PART 2. NORMATIVE AND INFORMATIVE REFERENCES

2.1 Normative

The following normative *SFI 2015-2019 Standards and Rules* Sections are referenced in this document and can be found on the *SFI Inc.* website at www.sfiprogram.org:

- i. Sections 2 and 3 - *SFI 2015-2019 Standards and Rules*
- ii. Section 5 - Rules for Use of *SFI* On-Product Labels and Off-Product Marks
- iii. Section 7 - *SFI* Policies
- iv. Section 9 - *Appendix 1: Audits of Multi-Site Organizations*
- v. Section 13 - *SFI* Definitions

2.2 Informative

The following informative documents are referenced in this section and can be found on the *SFI Inc.* website at www.sfiprogram.org:

- i. Section 4 - *SFI 2015-2019 Chain-of-Custody Standard*
- ii. Section 6 - Guidance to *SFI 2015-2019 Standards*
- iii. Section 9 - *SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation*
- iv. ISO 9001:2008 Quality management systems - Requirements
- v. ISO 14001:2004 Environmental Management Systems - Specification with guidance for use

PART 3. CERTIFIED SOURCING LABEL

3.1 *Primary producers* are manufacturing units that produce forest products (wood, paper, pulp, or composite products) and source 50% or more (by weight) of their wood-based raw materials directly from *primary sources*. They must account for 100% of their *primary sources* as coming from *certified sourcing*.

If a *primary producer* sources from company-owned or company-controlled lands enrolled in the *SFI* program, those lands must be third-party certified to the *SFI 2015-2019 Forest Management Standard*.

3.2 *Secondary producers* are manufacturing units that produce forest products and source 50% or more (by weight) of their wood-based raw materials from *secondary sources*. They must account for at least two-thirds (2/3) (by weight) of the wood or wood fiber in the product(s) or manufacturing unit as coming from *certified sourcing*. The other one-third (1/3) cannot come from *controversial sources*.

3.3 Calculation of percentage for use of the *Certified Sourcing* Label is as follows:

- 3.3.1 *Primary producers* shall demonstrate conformance with the requirements of 3.1 at all times, which means 100% *certified sourcing* for every *product group*.
 - If less than 5% (by weight) of a manufacturing unit's raw material supply comes from *secondary sources*, these sources are considered de minimis and no certification of this portion is required if all is from U.S. or Canadian sources.
- 3.3.2 *Secondary producers* shall specify how they will meet the requirements of 3.2 to conform to the two-thirds rule. They may base the calculation on a *product group* or time period (which cannot exceed one quarter). The percentage may be calculated as:
 - Rolling Average Percentage – The percentage calculated for wood fiber consumed during, for example, the previous four quarters or 12 months. The period over which the rolling average is calculated shall not exceed one year.
 - Simple Percentage – The percentage calculated for wood fiber consumed in the specific *product group*.
- 3.3.3 In all cases, the organization must demonstrate that the requirements of 3.1 and/or 3.2 are met before the label can be used in relation to a specific *product group* or time period.

3.3.4 A *secondary producer* may use the *Certified Sourcing* Label on products from a single manufacturing unit as long as the specific supply for that product(s) or for that manufacturing unit meets all the content requirements set out in this document.

3.3.5 The sourcing requirement may be met at either the product line or manufacturing unit level.

3.4 SFI Certified Sourcing Claim: Fiber that conforms with Objectives 1-13 of Section 3, and/or from *pre-consumer recycled content*, and/or from *post-consumer recycled content*, and/or from an *acceptable forest management standard*.

3.4.1 *Certified sourcing* claim verification can occur by a *primary producer's* Section 3 certificate, an invoice, bill of lading, shipping document, letter, or other forms of communications available to the customer.

PART 4. ORGANIZATIONS OUTSIDE THE UNITED STATES AND CANADA

4.1 A *primary producer* or *secondary producer* outside the United States and Canada must successfully complete an annual audit by an accredited *SFI certification body* against the requirements of Appendix 1 of the *SFI 2015-2019 Fiber Sourcing Standard*.

4.2 A *primary producer* outside the United States and Canada must account for 100% of its *primary sources* as coming from *certified sourcing*.

4.3 A *secondary producer* outside the United States and Canada must account for at least two-thirds (2/3) (by weight) of the wood or wood fiber in the product(s) or manufacturing unit as coming from *certified sourcing*. The other one-third (1/3) cannot come from *controversial sources*.

PART 5. CERTIFIED SOURCING DEFINITION

Certified sourcing is defined as raw material sourced from the following sources and confirmed by a *certification body*:

5.1 Fiber that conforms with Objectives 1-13 of Section 3 – *SFI 2015-2019 Fiber Sourcing Standard's* requirements.

5.2 *Pre-consumer recycled content*: Material diverted from the waste stream during a manufacturing process. It does not include materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process.

Any claims about *pre-consumer recycled content* by *Program Participants* or *label users* shall be accurate and consistent with applicable law. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies and national, state and provincial consumer protection and competition laws.

5.3 *Post-consumer recycled content*: 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.

Any claims about *post-consumer recycled content* by *Program Participants* and *label users* shall be accurate and consistent with applicable law. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies, and national, state and provincial consumer protection and competition laws.

5.4 *Certified forest content*, which includes content from specific forest tracts that are third-party certified to conform with the *SFI 2015-2019 Forest Management Standard's* Objectives 1-15 requirements or other *acceptable forest management standards* (e.g., CAN/CSA Z809, CAN/CSA Z804 and ATFS).

5.5 *Non-controversial sources*: The organization shall establish adequate measures to ensure that the labeled products do not come from *controversial sources*. See Part 6 on due diligence system to avoid *controversial sources*.

PART 6. DUE DILIGENCE SYSTEM TO AVOID CONTROVERSIAL SOURCES

6.1 Definition of *Controversial Sources*

- a. Forest-based products that are not in compliance with applicable state, provincial or federal laws, particularly as they may relate to:
 - *conversion sources*;
 - legally required *protection of threatened and endangered species*;
 - requirements of CITES (The Convention on International Trade in Endangered Species of Wild Fauna and Flora);
 - legally required management of areas with designated high environmental and cultural values;

- labor regulations relating to forest workers; and
 - *Indigenous Peoples'* property, tenure and use rights
- b. Forest-based products from *illegal logging*
- c. Forest-based products from areas without effective social laws

6.2 Verification of Purchased Product(s)

To avoid *controversial sources*, the organization shall obtain and verify the scope of an *SFI* Section 2 (*SFI 2015-2019 Forest Management Standard*), Section 3 (*SFI 2015-2019 Fiber Sourcing Standard*), Section 4 (*SFI 2015-2019 Chain-of-Custody Standard*), or *other credible chain-of-custody standard* certificate. Verification shall ensure that the facility and the purchased product(s) are directly associated with the certification. This can be achieved through the following:

- On a valid *SFI* Section 2 (*SFI 2015-2019 Forest Management Standard*), Section 3 (*SFI 2015-2019 Fiber Sourcing Standard*), Section 4 (*SFI 2015-2019 Chain-of-Custody Standard*), or *other credible chain-of-custody standard* certificate or appendix to the certificate.
- On a publicly available *product group* listing, or
- By other means of verification.

Where inspection of the certificate and other supporting evidence can demonstrate that the facility and *product groups* are within scope of the certificate, then the organization purchasing that *product group* can credibly conclude that the products being sourced are low risk of coming from *controversial sources*.

6.3 Conducting a Risk Assessment

When forest-based products, excluding *recycled content*, are procured without a valid *SFI* Section 2 (*SFI 2015-2019 Forest Management Standard*), Section 3 (*SFI 2015-2019 Fiber Sourcing Standard*), Section 4 (*SFI 2015-2019 Chain-of-Custody Standard*), or *other credible chain-of-custody standard* certificate, the organization shall collect information on the source of the forest-based product, through a due diligence system to address the likelihood of sourcing from *controversial sources*.

The organization's due diligence system shall:

- 6.3.1 Conduct a risk assessment of sourcing forest-based products that are not in compliance with applicable state, provincial or federal laws, particularly as they may relate to:
 - *conversion source*;;
 - legally required *protection of threatened and endangered species*;
 - requirements of CITES (The Convention on International Trade in Endangered Species of Wild Fauna and Flora);
 - legally required management of areas with designated high environmental and cultural values;
 - labor regulations relating to forest workers; and
 - *Indigenous Peoples'* property, tenure and legally established use rights.

The risk assessment shall be carried out at the national level and where risk is not consistent, at the appropriate regional level.

- 6.3.2 Conduct a risk assessment of sourcing forest-based products from *illegal logging*.
- 6.3.3 Conduct a risk assessment of sourcing forest-based products from areas without effective social laws addressing the following:
 - workers' health and safety;
 - fair labor practices;
 - Indigenous Peoples'* rights;
 - antidiscrimination and anti-harassment measures;
 - prevailing wages; and
 - workers' right to organize.

6.4 Implementing Program to Address Risk

Where the risk assessment conducted under 6.3 determines other than low risk, the organization shall implement a *program* to mitigate such risk and require a signed contract and/or self-declaration that the supplied forest-based product does not originate from *controversial sources*.

PART 7. MINIMUM MANAGEMENT SYSTEM REQUIREMENTS

7.1 General Requirements

The organization shall operate a management system in accordance with the following elements of this standard, which ensure correct implementation and maintenance of the *certified sourcing* process. The management system shall be appropriate to the type, range and volume of work performed.

Note: An organization's quality (ISO 9001:2008) or environmental (ISO 14001:2004) management system can be used to meet the minimum requirements for the management system defined in this standard.

7.2 Responsibilities and Authorities for Certified Sourcing

- 7.2.1 The organization's top management shall define and document its commitment to implement and maintain the *certified sourcing* requirements, and make this available to its personnel, suppliers, customers, and other interested parties.
- 7.2.2 The organization's top management shall appoint a member of the management who, irrespective of other responsibilities, shall have overall responsibility and authority for the *certified sourcing*.
- 7.2.3 The organization's top management shall carry out a regular periodic review of the *certified sourcing* and its compliance with the requirements of this standard.

- 7.2.4 The organization shall identify personnel performing work affecting the implementation and maintenance of the *certified sourcing*, and establish and set responsibilities and authorities relating to the *certified sourcing* process:
- a. raw material procurement and identification of the *certified sourcing*;
 - b. product sale and labeling;
 - c. record keeping; and
 - d. internal audits and nonconformity control.

Note: The responsibilities and authorities for the *certified sourcing* given above can be cumulated.

7.3 Documented Procedures

The organization's procedures for the *certified sourcing* shall be documented, and include at least the following elements:

- a. description of the raw material flow within the production process;
- b. organization structure, responsibilities and authorities relating to chain of custody; and
- c. procedures for the *certified sourcing* process covering all requirements of this standard.

7.4 Record Keeping

- 7.4.1 The organization shall establish and maintain records to provide evidence it has conformed to the requirements of this standard and its *certified sourcing* procedures are effective and efficient. The organization shall keep at least the following:
- a. records of all suppliers of *certified sourcing* material, including information to confirm requirements at the supplier level are met;
 - b. records of all purchased *certified sourcing* raw material;
 - c. records of all *certified sourcing* products sold;
 - d. records of internal audits, nonconformities that occurred and corrective actions taken; and
 - e. records of top management's periodic review of compliance with *certified sourcing* requirements.
- 7.4.2 The organization shall maintain the records for a minimum period of three years unless stated otherwise by law.

7.5 Resource Management

- 7.5.1 Human Resources/Personnel
- The organization shall ensure that all personnel performing work affecting the implementation and maintenance of the *certified sourcing* shall be competent on the basis of appropriate training, education, skills and experience.

7.5.2 Technical Facilities

The organization shall identify, provide and maintain the infrastructure and technical facilities needed for effective implementation and maintenance of the organization's *certified sourcing* to meet the requirements of this standard.

7.6 Internal Audit and Management Review

- 7.6.1 The organization shall conduct internal audits at intervals of no more than one year covering all requirements of this standard, and establish corrective and preventive measures if required.
- 7.6.2 The organization shall conduct the internal audit in accordance with the following requirements:
- a. The internal audit shall be undertaken by personnel who have adequate knowledge of the *SFI 2015-2019 Fiber Sourcing Standard*;
 - b. Off-site interviews and desk audits are permissible, appropriate to the scope and scale of the organization;
 - c. If there have been no inputs or outputs for a site or manufacturing facility over the past year, internal audits are not required;
 - d. If a site or manufacturing facility has had no sales of *SFI certified sourcing* products over that past year, internal audits are not required;
 - e. Internal audits are to assess overall organizational conformance and internal audit documentation can consist of one consolidated internal audit checklist and/or report; and
 - f. Where nonconformities are identified during the internal audit process, a corrective action plan shall be developed at the site and/or organizational level.
- 7.6.3 Where the organization has outsourced activities within the scope of its *certified sourcing*, the organization shall develop procedures for the audit of these contractors.
- 7.6.4 The internal audit of outsource contractors may be conducted remotely.
- 7.6.5 Where there are sufficient outsource contractors, the internal audit may use a sampling approach for these contractors.
- 7.6.6 The internal audit of outsource contractors shall:
- a. determine the level of risk associated with the outsourced activities.
 - b. include within the scope of the internal audit those outsourced activities assessed as high risk.

7.6.7 The organization shall have its rationale for remote audits and its sampling procedure audited by its third-party certifier.

7.6.8 The results of internal audits shall be reported to management for review during the annual management review.

PART 8. APPLICATION REQUIREMENTS

8.1 *Primary producers must annually submit to the Office of Label Use and Licensing:*

8.1.1 A copy of their certificate for Section 2 - *SFI 2015-2019 Forest Management Standard* if a *primary producer* sources from company-owned or company-controlled lands enrolled in the *SFI program* and/or a copy of their Section 3 - *SFI 2015-2019 Fiber Sourcing Standard* listing the manufacturing units covered under the scope of the certificate.

8.1.2 A copy of their annual *SFI 2015-2019 Forest Management Standard* and/or *SFI 2015-2019 Fiber Sourcing Standard* audit report issued by an *SFI certification body*.

8.2 *Secondary producers must annually submit to the Office of Label Use and Licensing:*

8.2.1 A copy of their *Certified Sourcing* certificate issued to *secondary producers* certified to Section 3 – Appendix 1 – Rules for Use of *SFI Certified Sourcing Label*, issued by an accredited *SFI certification body*.

8.2.2 A list of the manufacturing unit(s) and product(s) for which the *SFI Certified Sourcing Label* use approval is sought.

8.3 *Primary or secondary producers outside the United States and Canada must annually submit to the Office of Label Use and Licensing:*

8.3.1 A copy of their *Certified Sourcing* certificate to Section 3 – Appendix 1 – Rules for Use of *SFI Certified Sourcing Label*, issued by an accredited *SFI certification body*.

8.3.2 A list of the manufacturing unit(s) and product(s) for which the *SFI Certified Sourcing Label* use approval is sought.

PART 9. OFFICE OF LABEL USE AND LICENSING

9.1 The *Office of Label Use and Licensing* shall evaluate and approve applications for use of all *SFI* on-product labels, shall establish label use rules and procedures set out in the Rules for Use of *SFI* On-Product Labels and Off-Product Marks (Section 5 in the *SFI 2015-2019 Standards and Rules*), and shall maintain oversight of use of all *SFI* on-product labels.

9.2 A *label user* may not use the *SFI program* label on any products from manufacturing unit(s) for which it has not obtained approval from the *Office of Label Use and Licensing*.

9.3 Approval for use of any *SFI* on-product labels will become effective upon authorization issued by the *Office of Label Use and Licensing*, and remains in effect for one year, unless terminated pursuant to the terms set out in the *SFI Label Agreement*.

9.4 The *Office of Label Use and Licensing* may periodically announce additional rules and procedures to ensure ownership and use of the *SFI* on-product labels are adequately protected under applicable law, and to ensure proper consumer understanding.

9.5 Applicants must provide specific examples of proposed *SFI* on-product label use and related promotional literature to the *Office of Label Use and Licensing*, in keeping with *Section 5 Rules for Use of SFI On-Product labels and Off-Product Marks*.

9.6 In response to questions and issues raised by *SFI* on-product label users or *certification bodies*, the *Office of Label Use and Licensing* will periodically announce and formally adopt interpretations to *Section 5 Rules for Use of SFI On-Product labels and Off-Product Marks*. All interpretations will be posted at www.sfiprogram.org.

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SECTION 4

SFI 2015-2019 CHAIN-OF-CUSTODY STANDARD



JANUARY 2015

SUSTAINABLE
FORESTRY
INITIATIVE

SFI-00001





SFI 2015-2019 CHAIN-OF-CUSTODY STANDARD

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SFI 2015-2019 CHAIN-OF-CUSTODY STANDARD

INTRODUCTION

SFI Inc. is an independent, non-profit, charitable organization dedicated to promoting sustainable forest management in North America and supporting responsible procurement globally. The *SFI* Board is a three chamber Board of Directors representing environmental, social and economic interests equally, and the *program* addresses local needs through its grassroots network of 34 *SFI Implementation Committees* across North America. *SFI Inc.* directs all elements of the *SFI program* including the *SFI* forest management, *fiber sourcing*, and *chain-of-custody standards*, labeling and marketing.

Consumers in growing numbers want assurance that their buying decisions represent a sound environmental choice. They are asking for proof that wood, paper and packaging products are made with raw materials from *certified forest content* or *certified sourcing*. The *SFI 2015-2019 Chain-of-Custody Standard* and Associated Labels, implemented together with certification to the *SFI 2015-2019 Forest Management* and *Fiber Sourcing Standards* and the *SFI Rules For Use of On-Product Labels and Off-Product Marks*, delivers a reliable and credible mechanism so businesses can provide this assurance to customers.

Program Participants practice responsible forestry on the lands they manage and, once they are successfully audited by an independent *SFI certification body*, they can make claims about *SFI* forest management certification and access *SFI-certified content* labels. They also need to achieve a separate third-party chain-of-custody certification.

Chain of custody is an accounting system process that tracks wood fiber through the different stages of production. Companies can make claims about how much of their product comes from certified lands, how much contains *post-consumer recycled content*, and how much is responsibly sourced fiber through unique *SFI fiber sourcing* certification. These claims can be made based on either the physical separation or percentage-based methods of tracking *certified forest content* and *certified sourcing*.

The *SFI program* addresses the fact that only 10 percent of the world's forests are certified through procurement requirements in the *SFI 2015-2019 Fiber Sourcing Standard* requiring that *Program Participants* establish adequate measures to ensure all the fiber they source is from legal and responsible sources, regardless of whether it is from certified or uncertified forests. The *SFI program* meets guidelines on environmental claims in product advertising and communication issued by the U.S. Federal Trade Commission and guidelines on environmental labeling and advertising issued by the Competition Bureau of Canada.

Studies have shown that consumers appreciate the value of forest certification in helping them identify wood and paper products from legal, responsible sources.

The fact that the *SFI program* can deliver a steady supply of fiber from well-managed forests is especially important at a time when there is increasing demand for green building and responsible paper purchasing, and only 10 percent of the world's forests are certified.

PART 1. GENERAL

1.1 Scope

What the Chain-of-Custody Standard Does

The *SFI 2015-2019 Chain-of-Custody Standard* is an accounting system that tracks forest fiber content through production and manufacturing to the end product. Organizations can use chain-of-custody certification to track and communicate how much of their product comes from certified lands, certified *fiber sourcing*, *recycled content* and/or *non-certified forest content*.

What the Chain-of-Custody Standard Covers

The *SFI 2015-2019 Chain-of-Custody Standard* applies to any organization that sources, processes, manufactures, handles, trades, converts or prints forest-based products.

Geographic Application of the Chain-of-Custody Standard

The *SFI 2015-2019 Chain-of-Custody Standard* applies to any organization globally.

1.2 Additional Requirements

Primary producers must also conform to the *SFI 2015-2019 Fiber Sourcing Standard*.

Use of the *SFI* on-product labels and claims shall follow Section 5 - Rules for Use of *SFI* On-Product Labels and Off-Product Marks as well as ISO 14020:2000.

1.3 References

This standard incorporates, by dated or undated reference, provisions from other publications. These normative and informative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated and undated references, the latest edition of the publication applies.

Normative References

- i. ISO/IEC Guide 65:1996 General Requirements for bodies operating product certification systems
- ii. ISO/IEC 17065:2012 - Conformity Assessment - Requirements for bodies certifying product, process and services
- iii. ISO/IEC Guide 2:2004 Standardization and related activities - General vocabulary
- iv. ISO 14020:2000 Environmental labels and declarations - General principles
- v. Section 2 - *SFI 2015-2019 Forest Management Standard*
- vi. Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*
- vii. Section 5 - Rules for Use of *SFI*-On-Product Labels and Off-Product Marks
- viii. Section 7 - *SFI Policies*
- ix. Section 9 - Appendix 1: Audits of Multi-Site Organizations
- x. Section 11 - Public Inquiries and Official Complaints
- xi. Section 13 - *SFI* Definitions

For the purposes of this standard, the relevant definitions given in ISO/IEC Guide 2:2004 and ISO 9000:2005 apply, together with the definitions in the *SFI* Definitions (Section 13).

Informative References

- i. ISO 9000:2005 Quality management systems - Fundamentals and vocabulary
- ii. ISO 9001:2008 Quality management systems - Requirements
- iii. ISO 14001:2004 Environmental Management Systems - Specification with guidance for use
- iv. PEFC ST 2002:2013 Chain of Custody of Forest-Based Products - Requirements, May 24 2013
- v. Section 6 - Guidance to *SFI* 2015-2019 Standards
- vi. Section 9 - *SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation*

PART 2: REQUIREMENTS FOR CHAIN-OF-CUSTODY PROCESS - PHYSICAL SEPARATION METHOD

2.1 General Requirements for Physical Separation

- 2.1.1 The organization applying the physical separation method shall ensure that the *certified forest content* is separated or controlled to ensure it is not mixed with or replaced by uncertified content.
- 2.1.2 The organization, whose *certified forest content* and *recycled content* inputs are not mixed with other raw material, should use physical separation as the preferred option.
- 2.1.3 An organization who makes *SFI* claims or uses the *SFI* on-product label in association with *non-timber forest products* shall apply the physical separation method to ensure *non-timber forest products* are sourced from *SFI*-certified lands.

2.2 Identification of the *Origin*

2.2.1 Identification at Delivery Level

The organization shall identify and verify the category of the *origin* of all procured raw material. Documents and/or verifiable information associated with the source and/or delivery of raw material shall include at least:

- a. supplier identification;
- b. quantity of delivery;
- c. date of delivery / delivery period / accounting period;
- d. category of *origin*,
 - i. *SFI Certified Forest Content* - Raw material from a forest certified to an *acceptable forest management standard* constitutes a claim of 100 percent *certified forest content*
 - ii. *SFI Certified Sourcing*
 - iii. *Post-Consumer Recycled*
 - iv. *Pre-Consumer Recycled*
 - v. *SFI Recycled Content* and
- e. The supplier's chain-of-custody number, if applicable.

This information can be documented in the form of, but not limited to, an invoice, bill of lading, shipping document, letter, or other forms of communications between the organization and the next entity in the supply chain.

Note 1: The categories of the *origin* of raw material are specified in the *SFI* Definitions (Section 13).

Note 2: An organization (e.g., printer or lumberyard) that uses the physical separation method and sources inputs from a supplier that uses the percentage-based method must know the percentage of *certified content* if it wants to label products or make claims about them.

2.2.2 Identification at Supplier Level

The organization shall obtain or access confirmation documentation for all suppliers of the *certified forest content*, which proves that the criteria set for the supplier have been met.

2.3 Separation of the *Certified Content*

- 2.3.1 *Certified content* shall remain clearly identifiable throughout the entire sourcing production, trading and sales process. This shall be achieved by:
- physical separation in terms of production and storage space or
 - physical separation in terms of time or
 - permanent identification of the *certified content*.

- 2.3.2 Verification that *certified content* is controlled during the production, trading, and sales process to ensure it is not replaced by uncertified material.

2.4 Sale of *Certified Content* Products

- 2.4.1 At the point of sale or transfer of the certified products to another entity, the organization shall provide the next entity in the chain with written information confirming the supplier's certification status and an official *SFI* claim statement providing a clear indication of input category. This can be in the form of, but is not limited to, an invoice, bill of lading, shipping document, letter or other forms of communications available to the customer at the time of the sale of the product.
- 2.4.2 The organization shall ensure that documentation of the certified products clearly states at least the following information:
- organization's identification;
 - quantity of delivery;
 - date of delivery/delivery period/accounting period;
 - an official *SFI* claim;
 - SFI X% Certified Forest Content
 - SFI X% Recycled Content
 - SFI X% Pre-Consumer Recycled

- SFI X% Post-Consumer Recycled
 - SFI X% Certified Sourcing
(Note: Percentages of any combination of the above are permissible.)
 - SFI at Least X% Certified Forest Content ; and
- e. the organization's chain-of-custody number.

- 2.4.3 If the organization uses the off-product mark or on-product label, both on-product and off-product usage shall be carried out according to the terms and conditions of the *Office of Label Use and Licensing* and the Rules \ for Use of *SFI* On-Product Labels and Off-Product Marks (Section 5 in the *SFI 2015-2019 Standards and Rules*).

PART 3: REQUIREMENTS FOR CHAIN-OF-CUSTODY PROCESS – MIXING OF INPUTS – AVERAGE PERCENTAGE METHOD AND VOLUME CREDIT METHOD

3.1 General Requirements for Mixing of Inputs

The percentage-based method applies to organizations with facilities where *certified content* is mixed with non-certified forest inputs that cannot be clearly identified in the output products.

3.2 Definition of the *Product Group*

- 3.2.1 The organization shall implement the requirements for the chain-of-custody process of this standard for the specific *product group*.
- 3.2.2 The organization shall identify its *product group*(s) based on the following criteria:
- raw material included in the products covered by the *product group*,
 - production site at which the products covered by the *product group* have been produced,
 - time period over which the products covered by the *product group* have been produced or sold/transferred.
- 3.2.3 The *product group* shall be associated with (i) a single product or (ii) a group of products, which consist of the same or similar input raw material based on, for example, species, sort or substitutability within products (e.g., SPF lumber contains multiple tree species but may be treated as a single *product group*).
- 3.2.4 The organization shall identify an entity within the organization for which the *product group* is defined and only products produced or controlled by that entity shall be included within the *product group*.

Note: The entity may be a standalone manufacturing facility, a forest contractor with multiple harvest sites, a trader or distributor with multiple suppliers, a remanufacturing facility supplied by multiple primary manufacturers or a centralized sales department within an organization with responsibility for multiple manufacturing units.

3.2.5 For credibility purposes, the maximum *claim period* is three months.

3.2.6 The organization shall identify all products included in the *product group* covered by the chain-of-custody *claim period* so it is possible to determine the *product group* to which the products belong. The identifier can be a unique number or a name that all products within the *product group* belong to.

Note: Physical on-product identification of the *product group* is not required if the certification percentage is applied to sold or transferred products as the *product group* identification is evident from the sale or delivery documents. However, products that carry the *SFI* on-product label must be accompanied by the associated claim statement.

3.3 Identification of the Origin

3.3.1 Identification at Delivery/Receipt Level

The organization shall identify and verify the category of *origin* of all procured raw material that is received. Documents associated with delivery and receipt of raw material shall include at least:

- a. supplier identification,
- b. quantity of delivery,
- c. date of delivery / delivery period / claim accounting period,
- d. category of *origin*,
 - i. *SFI Certified Forest Content* - Raw material from a forest certified to an *acceptable forest management standard* constitutes a claim of 100 percent *certified forest content*
 - ii. *SFI Certified Sourcing*
 - iii. *Post-Consumer Recycled*
 - iv. *Pre-Consumer Recycled*
 - v. *SFI Recycled Content*
- e. the supplier's chain-of-custody number, if applicable.

This information can be documented in the form of, but not limited to, an invoice, bill of lading, shipping document, letter, or other forms of communications between the organization and the customer.

Note: The categories of the *origin* of raw material are specified in the *SFI* Definitions (Section 13).

3.3.2 Identification at Supplier Level

The organization shall verify the validity and scope of the forest management, *fiber sourcing* or chain-of-custody certificate.

3.4 Calculation of the Certified Percentage

3.4.1 The organization shall calculate the certification percentage separately for each *claim period* according to the following formula:

$$P_c [\%] = \frac{V_c}{V_c + V_o} \cdot 100$$

P_c	Certification percentage
V_c	<i>Certified content</i>
V_o	Other raw material [<i>certified sourcing</i>]

Note: When making claims about *pre-* and *post-consumer recycled content*, both can count as *certified content* and the amount must be disclosed to the customer. For organizations choosing not to count *pre-* and *post-consumer recycled content*, the *pre-* and *post-consumer recycled content* is neutral and shall not be included in the calculation of the *certified content* percentages in chain-of-custody tracking.

3.4.2 The organization shall calculate the certification percentage based on a single measurement unit used for all raw material covered by the calculation. The organization shall use only official conversion ratios and methods. If a suitable official conversion ratio does not exist, the organization shall define and use a reasonable and credible internal conversion ratio.

(Note: The Conversion Factor/Ratio is calculated by dividing the output (volume or weight) by the input (volume or weight) and is applied to each individual input component of a *product group*).

3.4.3 If the procured raw material includes only a proportion of *certified content*, then only the quantity corresponding to the actual certification percentage claimed by the supplier can enter the calculation formula as *certified content*. The rest of that raw material shall enter the calculation as other raw material.

3.4.4 The organization shall calculate the certification percentage as either a simple or rolling average percentage. Refer to Appendix 1 of this document for the definitions of simple and rolling average calculations.

3.4.5 The organization applying the simple certification percentage shall base the calculation of *P_c* [the certification percentage] for each *product group* on the figures for *V_c* (*certified content*) and *V_o* (other raw material) for that specific *product group*. As a result, it is necessary for the organization applying this method to know the percentage of *certified content* before any product of the *product group* is sold or transferred.

The *claim period* shall not exceed three months of production.

- 3.4.6 The organization applying the rolling average certification percentage shall base the calculation of Pc (the certification percentage) for each *product group* and *claim period* on the figures for Vc (*certified content*) and Vo (other raw material) for a specified number of prior *claim periods*.

The time period covered by the specified number of prior *claim periods* shall not exceed 12 months.

3.5 Average Percentage Method

- 3.5.1 The organization applying the average percentage method can claim all the products covered by the *claim period*, provided that the percentage of *certified content* is clearly communicated. In order to use the *SFI* label, the organization must meet a 70% *certified content* threshold. The following label may be used. If *recycled content* is not used, then the label must just state, "Promoting Sustainable Forestry."



- 3.5.2 If an organization falls below the 70 percent *certified content* threshold, the organization shall be transparent and communicate the actual percentage of *certified content*. The following two labels may be used.



3.6 Volume Credit Method

- 3.6.1 The organization shall apply the volume credit method for a single claim. The organization receiving a single delivery of material with more than one claim relating to the category of *origin* shall either use it as a single inseparable claim (e.g. *SFI/PEFC certified content*) or use only one from the received claims (*SFI* or *PEFC* certified) for calculating the volume credits. The volume credit shall be distributed to the output products from the volume credit account in a way that all products sold as certified are sold as 100% certified.

- 3.6.2 The organization shall recognize volume credits in a single measurement unit used for all raw material inputs and shall enter the volume credits into the credit account. The credit account may be established for individual product types of the *product group* or for the whole *product group* where the same measurement unit is applied to all product types.

- 3.6.3 The organization shall calculate the volume credits using either:
- a. certification percentage (clause 3.4) and volume of output products (clause 3.6.4) or
 - b. input material (*certified forest content/pre-consumer recycled/post-consumer recycled*) and input/output ratio (clause 3.6.5).

- 3.6.4 The organization applying the certification percentage shall calculate the volume credits by multiplying the volume of output products of the *product group* by the certified percentage.

- 3.6.5 The organization must demonstrate a verifiable ratio between the input material and output products. The volume credits may be calculated directly from the input certified material by multiplying the volume of the input certified material by the input/output ratio and accounting for manufacturing losses.

- 3.6.6 The labels used for the Volume Credit method shall be as follows:



- 3.6.7 The organization can accumulate the *SFI* Certified Credits or Recycled Credits by creating a volume credit account, which can be used for the next *claim period*.
- 3.6.8 The total quantity of credits cumulated at the credit account cannot exceed the sum of credits entered into the credit account during the last 12 months.

3.7 Sale of Products

- 3.7.1 At the point of sale or transfer of the certified products to the next entity in the supply chain, the organization shall provide customers with written information confirming the supplier's certified status and an official *SFI claim* statement. This can be in the form of, but is not limited to, an invoice, bill of lading, shipping document, letter, or other forms of communications available to the customer at the time of the sale of the product.

3.7.2 The organization shall ensure that documentation of the certified products clearly states at least the following information:

- a. organization's identification,
- b. quantity of delivery,
- c. date of delivery / delivery period / *claim period*
- d. an official SFI claim statement:
 - i. Average Percentage Users:
 - X% Certified Forest Content
 - X% Recycled Content
 - ii. Volume Credit Users:
 - SFI Volume Credit or 100% as calculated under the volume credit method
- e. the organization's chain-of-custody number.

3.7.3 If the organization uses the logo, both on-product and off-product usage shall be carried out according to the terms and conditions of the *Office of Label Use and Licensing* and the Section 5 - Rules for Use of SFI On-Product Labels and Off-Product Marks, in the *SFI 2015-2019 Standards and Rules* document.

PART 4. DUE DILIGENCE SYSTEM TO AVOID CONTROVERSIAL SOURCES

4.1 Definition of *Controversial Sources*

- a. Forest-based products that are not in compliance with applicable state, provincial or federal laws, particularly as they may relate to:
 - *conversion sources*,
 - legally required *protection of threatened and endangered species*,
 - requirements of CITES (The Convention on International Trade in Endangered Species of Wild Fauna and Flora),
 - legally required management of areas with designated high environmental and cultural values,
 - labor regulations relating to forest workers,
 - *Indigenous Peoples'* property, tenure and use rights.
- b. Forest-based products from *illegal logging*
- c. Forest-based products from *areas without effective social laws*

4.2 Verification of Purchased Product(s)

To avoid *controversial sources*, the organization shall obtain and verify the scope of an SFI Section 2 (*SFI 2015-2019 Forest Management Standard*), Section 3 (*SFI 2015-2019 Fiber Sourcing Standard*), Section 4 (*SFI 2015-2019 Chain-of-Custody Standard*), or *other credible chain-of-custody standard* certificate. Verification shall ensure that the facility and the purchased product(s) are directly associated with the certification. This can be achieved through the following:

- a. On a valid SFI Section 2 (*SFI 2015-2019 Forest Management Standard*), Section 3 (*SFI 2015-2019 Fiber Sourcing Standard*), Section 4 (*SFI 2015-2019 Chain-of-Custody Standard*), or *other credible chain-of-custody standard* certificate or appendix to the certificate.
- b. On a publicly available *product group* listing, or
- c. By other means of verification.

Where inspection of the certificate and other supporting evidence can demonstrate that the facility and *product groups* are within scope of the certificate, then the organization purchasing that *product group* can credibly conclude that the products being sourced are low risk of coming from *controversial sources*.

4.3 Conducting a Risk Assessment

When forest-based products, excluding *recycled content*, are procured without a valid SFI Section 2 (*SFI 2015-2019 Forest Management Standard*), Section 3 (*SFI 2015-2019 Fiber Sourcing Standard*), Section 4 (*SFI 2015-2019 Chain-of-Custody Standard*), or *other credible chain-of-custody standard* certificate, the organization shall collect information on the source of the forest-based product, through a due diligence system to address the likelihood of sourcing from *controversial sources*.

The Organization's Due Diligence System shall:

- 4.3.1 Conduct a risk assessment of sourcing forest-based products which are not in compliance with applicable state, provincial or federal laws, particularly as they may relate to:
 - *conversion sources*,
 - legally required *protection of threatened and endangered species*,
 - requirements of CITES (The Convention on International Trade in Endangered Species of Wild Fauna and Flora),
 - legally required management of areas with designated high environmental and cultural values,
 - labor regulations relating to forest workers,
 - *Indigenous Peoples'* property, tenure and legally established use rights.

The risk assessment shall be carried out at the national level and where risk is not consistent, at the appropriate regional level.

- 4.3.2 Conduct a risk assessment of sourcing forest-based products from *illegal logging*
- 4.3.3 Conduct a risk assessment of sourcing forest-based products from *areas without effective social laws* addressing the following:
 - a. workers' health and safety;

- b. fair labor practices;
- c. *Indigenous Peoples'* rights;
- d. anti-discrimination and anti-harassment measures;
- e. prevailing wages; and
- f. workers' right to organize.

4.4 Implementing a *Program* to Address Risk

Where the risk assessment conducted under 4.3 determines other than low risk, the organization shall implement a *program* to mitigate such risk and require a signed contract and/or self-declaration that the supplied forest-based product does not originate from *controversial sources*.

PART 5: MINIMUM MANAGEMENT SYSTEM REQUIREMENTS

5.1 General Requirements

The organization shall operate a management system in accordance with the following elements of the *SFI 2015-2019 Chain-of-Custody Standard*, which ensure correct implementation and maintenance of the chain-of-custody process. The management system shall be appropriate to the type, range and volume of work performed.

Note: An organization's quality (ISO 9001:2008) or environmental (ISO 14001:2004) management system can be used to meet the minimum requirements for the management system defined in this standard.

5.2 Responsibilities and Authorities for Chain of Custody

- 5.2.1 The organization's top management shall define and document its commitment to implement and maintain the chain-of-custody requirements, and make this available to its personnel, suppliers, customers and other interested parties.
- 5.2.2 The organization's top management shall appoint a member of the management who, irrespective of other responsibilities, shall have overall responsibility and authority for the chain of custody.
- 5.2.3 The organization's top management shall carry out a regular periodic review of the chain of custody and its compliance with the requirements of this standard.
- 5.2.4 The organization shall identify personnel performing work affecting the implementation and maintenance of the chain of custody, and establish and set responsibilities and authorities relating to the chain-of-custody process:
 - a. raw material procurement and identification of the *origin*;
 - b. product processing covering physical separation or percentage calculation and transfer into output products;
 - c. product sale and labeling;
 - d. record keeping; and
 - e. internal audits and nonconformity control.

Note: The responsibilities and authorities for the chain of custody given above can be cumulated.

5.3 Documented Procedures

The organization's procedures for the chain of custody shall be documented, and include at least the following elements:

- a. description of the raw material flow within the production process;
- b. organization structure, responsibilities and authorities relating to chain of custody; and
- c. procedures for the chain-of-custody process covering all requirements of this standard.

5.4 Record Keeping

- 5.4.1 The organization shall establish and maintain records to provide evidence it has conformed to the requirements of this standard and its chain-of-custody procedures are effective and efficient. The organization shall keep at least the following:
 - a. records of all suppliers of forest-based raw material, including information to confirm requirements at the supplier level are met;
 - b. records of all purchased forest-based raw material, including information on its *origin*;
 - c. records that demonstrate how the certification percentage for each *product group* was calculated;
 - d. records of all forest-based products sold and their claimed origin. including, as applicable, records of movements in volume credit accounts;
 - e. records of internal audits, nonconformities which occurred and corrective actions taken; and
 - f. records of top management's periodic review of compliance with chain-of-custody requirements.

- 5.4.2 The organization shall maintain the records for a minimum period of three years unless stated otherwise by law.

5.5 Resource Management

- 5.5.1 Human Resources/Personnel:
The organization shall ensure that all personnel performing work affecting the implementation and maintenance of the chain of custody shall be competent on the basis of appropriate training, education, skills and experience.
- 5.5.2 Technical Facilities:
The organization shall identify, provide and maintain the infrastructure and technical facilities needed for effective implementation and maintenance of the organization's chain of custody to meet the requirements of this standard.

5.6 Internal Audit and Management Review

- 5.6.1 The organization shall conduct internal audits at intervals of no more than one year covering all requirements of this standard, and establish corrective and preventive measures if required.
- 5.6.2 The organization shall conduct the internal audit in accordance with the following requirements:
- The internal audit shall be undertaken by personnel that have adequate knowledge of the *SFI 2015-2019 Chain-of-Custody Standard*;
 - Off-site interviews and desk audits are permissible, appropriate to the scope and scale of the organization;
 - If there have been no inputs or outputs for a site or manufacturing facility over the past year, internal audits are not required;
 - If a site or manufacturing facility has had no sales of *SFI* certified products over that past year, internal audits are not required;
 - Internal audits are to assess overall organizational conformance and internal audit documentation can consist of one consolidated internal audit checklist and/or report; and
 - Where nonconformities are identified during the internal audit process, a corrective action plan shall be developed at the site and/or organizational level.
- 5.6.3 Where the organization has outsourced activities within the scope of its chain of custody, the organization shall develop procedures for the audit of these contractors.
- 5.6.4 The internal audit of outsource contractors may be conducted remotely.
- 5.6.5 Where there are sufficient outsource contractors, the internal audit may use a sampling approach for these contractors.
- 5.6.6 The internal audit of outsource contractors shall:
- determine the level of risk associated with the outsourced activities as determined by Part 6 – Outsourcing Agreements.
 - include within the scope of the internal audit those outsourced activities assessed as high risk.
- 5.6.7 The organization shall have its rationale for remote audits and its sampling procedure audited by its third-party certifier.
- 5.6.8 The results of internal audits shall be reported to management for review during the annual management review.

PART 6. OUTSOURCING AGREEMENTS

6.1 Outsourcing Agreements

Chain-of-custody certificate holders who outsource processing or manufacturing activities on a flexible basis to any one of a number of potential contractors may apply for inclusion of the outsourced process within the scope of their *SFI 2015-2019 Chain-of-Custody Standard* certificate.

Organizations that wish to include outsourcing within the scope of their *SFI 2015-2019 Chain-of-Custody Standard* certificate shall ensure the following:

- the organization has legal ownership of all input material to be included in outsourced processes;
- the organization does not relinquish legal ownership of the materials during outsourced processing;
- the organization has an agreement or contract covering the outsourced process with each contractor. This agreement or contract shall include a clause reserving the right of the *SFI*-accredited *certification body* to audit the outsource contractor or operation;
- the organization has a documented control system with explicit procedures for the outsourced process, which are shared with the relevant contractor.

The organization shall issue the final claim statement and documentation for the processed or produced *SFI*-certified material following outsourcing. The documentation shall state the certificate holder's *SFI 2015-2019 Chain-of-Custody Standard* certificate number and formal claim statement.

6.2 Assessing Risk for Outsource Contractors

As per the requirements of 5.6.6 outsourced activities shall be risk-ranked in accordance with the following criteria:

- 6.2.1 Low Risk: Outsource contractor receives the certified material from the organization and material is physically segregated from other non-certified material and contractor returns the material back to the organization after the outsourced work is completed.
- 6.2.2 High Risk: One or more of the following would indicate high risk scenarios:
- The outsourced contractor lacks the procedures to prevent the mixing of the organization's certified material with that of other companies' materials that are unrelated to the outsourced process.
 - The outsource contractor receives certified material purchased by the organization for the process directly from the supplier on the organization's behalf and ships finished product to the end customer on the organizations' behalf
 - The outsource contractor applies the organization's *SFI* label to the finished product and ships the product direct to the customer.

APPENDIX 1: CALCULATION OF THE CERTIFICATION PERCENTAGE

(Informative)

DEFINITION OF THE PRODUCT GROUP

The organization shall identify *product group(s)* for which the certification percentage is calculated. The *product group* shall be identified for specific products or groups of products (e.g., paper). Only products that consist of the same or similar raw material can be included in one *product group*. Other examples are listed in Table 1.

Table 1: Examples of chain-of-custody product groups

Output products	Input raw material	Chain-of-custody product group	Units for credit account
Spruce lumber A	Spruce, Pine, Fir (SPF) sawlogs	Spruce, Pine, Fir (SPF) products	Tons of Spruce, Pine, Fir (SPF) sawlogs
Pine lumber B			
Fir lumber C			
Fir/Spruce/Pine (SPF) chips			
Alder lumber A	Alder sawlogs	Alder products	Tons of Alder sawlogs
Alder lumber B			
Alder lumber C			
Alder chips			
Alder/Pine/Spruce sawdust	Alder/Spruce/Pine sawlogs	Residue products	Tons of Alder/Spruce, Pine, Fir (SPF) sawlogs
Alder/Pine/Spruce bark			

CALCULATION OF THE CERTIFICATION PERCENTAGE

The company can use two methods to calculate the certification percentage (simple percentage or rolling average percentage):

Simple Percentage

The certification percentage for the specific *product group* is calculated from the material included in that specific *product group*. As a result, the organization applying this method must know the percentage of *certified content* before any product from that *product group* is sold or transferred.

Rolling Average Percentage

The rolling average percentage is obtained by using the quantity of raw material procured in the specified previous period. As a maximum, the rolling average can be applied over the last 12 months.

EXAMPLE OF A THREE-MONTH ROLLING AVERAGE

The certification percentage for the *product group* is calculated from volumes of certified and other raw material procured during the previous three-month period (excluding the current *product group*).

Note: When the organization starts the chain of custody and the time period used in rolling average calculation is longer than the time period the chain of custody has been in place, the calculation of the rolling average is carried out from the volumes procured since the chain of custody was established. An example is given in Table 2: The first rolling average (month 1) is calculated only from volumes procured in month 1, the second rolling average (month 2) is calculated only from volumes procured in months 1 and 2.

Table 2: Example of three-month rolling average

1	2	3	4	5	6
No. of the 1-month calcul. period	Volume of certified raw material procured (tons)*	Volume of other raw material (tons)*	Sum of volumes of certified raw material for previous 3 months (tons)	Sum of volumes of other raw material for previous 3 months (tons)	3-month rolling average percentage
j=i	Vc	Vo	Vv[3]	Vo[3]	Pc[3]
			$Vc[3] = \sum_{j=i}^{i-2} Vc_j$	$Vo[3] = \sum_{j=i}^{i-2} Vo_j$	$Pc = \frac{Vc[3]}{Vc[3] + Vo[3]}$
1	11	90	11	90	10.89%
2	12	90	23	180	11.33%
3	13	90	36	270	11.76%
4	14	90	39	270	12.62%
5	15	90	42	270	13.46%
6	16	90	45	270	14.29%
7	17	90	48	270	15.09%
8	18	90	51	270	15.89%
9	19	90	54	270	16.67%
10	20	90	57	270	17.43%
11	21	90	60	270	18.18%
CONTINUES					

* The volume figures given in the table above are only examples

Example of calculation given in Table 2:

- [column 4] Volume of certified raw material is calculated as sum of volumes of certified raw material procured in the previous 3 months.
 $Vc[3]6 = Vc6 + Vc5 + Vc4$; $Vc[3]6 = 16 + 15 + 14 = \mathbf{45}$ [tons]
- [column 5] Volume of other raw material is calculated as sum of volumes of other raw material procured in the previous 3 months.
 $Vo[3]6 = Vo6 + Vo5 + Vo4$; $Vo[3]6 = 90 + 90 + 90 = \mathbf{270}$ [tons]
- [column 6] The rolling average percentage is calculated according to the formula of chapter 3.3.1: $Pc = Vc / [Vc + Vo]$
 $Pc6 = 100 * Vc[3]6 / [Vc[3]6 + Vo[3]6]$; $Pc6 = 100 * 45 / [45 + 270] = \mathbf{14.29\%}$

Note: The *product group* period does not need to be equal to the calculation period as long as it does not exceed the length of the calculation period.

VOLUME CREDIT ACCUMULATION

The organization can establish a volume credit account for the input raw material used in the specific *product group* or for specific products of the *product group* if 3.4.2.4 applies.

Table 3: Example of volume credit accumulation (in tons)

1	2	3	4	5
Number of 1 month's <i>product group</i>	Credit volume for the <i>product group</i>	Credit account	Maximum credit account	Used credits
i		$= [3]_{i-1} - [5]_{i-1} + [2]_i$ condition: $[3]_i \leq [4]_i$	$\sum_{i=1}^{i-1} [2]_i$	
1	0	0	0	0
2	7.78	7.78	7.78	0
3	8.17	15.95	15.95	0
4	8.56	24.51	24.51	0
5	9.28	33.79	33.79	0
6	9.99	43.78	43.78	0
7	10.70	54.48	54.48	0
8	11.41	65.89	65.89	0
9	12.12	78.01	78.01	0
10	12.83	90.84	90.84	0
11	13.54	104.39	104.39	0
12	14.25	118.64	118.64	0
13	14.96	133.61	133.61	0
14	15.68	141.50	141.50	5
15	16.38	149.72	149.72	10
16	17.09	156.81	158.25	50
17	17.80	124.62	166.78	50
18	18.51	93.13	175.30	100

Example of calculation given in Table 3 for the product group of month 14:

- d. [column 2] Includes volume credit calculated for 1 month *product group*. [Values for months 1-11 are taken from Table 2.]
- e. [column 3] Credit account is calculated as a result of the credit account in the previous month [column 3, month 14] minus volume credits used in the previous month [column 5, month 14] plus volume credit calculated for the current month [column 2, month 15].

$$[3]_{14} - [5]_{14} + [2]_{15} = 141.50 - 5 + 16.38 = \mathbf{152.88 \text{ [tons]}}$$

Total quantity accumulated in the credit account cannot exceed volume credits entered into the volume credit in the previous 12 months [column 4 = 149.72] [chapter 3.4.2.4]

152.88 → 149.72, therefore credit account is **149.72 [tons]**

- f. [column 4] Maximum credit account is calculated as a sum of volume credits entered into the credit account during the last 12 months [column 2, month 4-15].

$$\begin{aligned}
 [4] &= [2]_4 + [2]_5 + [2]_6 + [2]_7 + [2]_8 + [2]_9 + [2]_{10} + [2]_{11} + [2]_{12} + [2]_{13} + [2]_{14} + [2]_{15} = \\
 &= 8.56 + 9.28 + 9.99 + 10.70 + 11.41 + 12.12 + 12.83 + 13.54 + 14.25 + 14.96 + 15.68 + 16.38 = \\
 &= \mathbf{149.72 \text{ [tons]}}
 \end{aligned}$$

USE OF THE VOLUME CREDIT

The volume credit account shall be drawn down as certified sales are made. The number of volume credits removed from the account shall be based on the ratio of input/output volume for the specific products sold as certified. Table 4 shows an example of the drawdown of the volume credit account for different product sales..

Table 4: Example of drawdown of the volume credit account for different product sales

Credit account balance (raw material credits)	Product	Input/output ratio	Volume of certified sales	Reduction to credit account balance
200	A	1/1	20	20
180	B	4/1	40	160
20	C	2/1	10	20
0	–	–	–	–

APPENDIX 2: SFI CHAIN-OF-CUSTODY CERTIFICATE REQUIREMENTS

(Informative)

1. Certificate Statement: The X company or facility has been independently certified by Y, an *SFI certification body* accredited to perform *SFI program* audits that conform to the *SFI 2015-2019 Chain-of-Custody Standard*.

2. Certificate Meaning: The certificate holder has been independently certified by an *SFI certification body* accredited to perform audits to the, *SFI 2015-2019 Chain-of-Custody Standard*, and has received a license from the *SFI Office of Label Use and Licensing* authorizing use of the *SFI* service marks.

2.1 Certificate Content: All *SFI* chain-of-custody certificates shall have the following information, at a minimum, on the certificate:

- a. Chain-of-custody number: The numbering system will have a three-letter abbreviation of the *SFI certification body's* name, followed by "SFICOC," followed by the audit number. The audit number can be unique to the *SFI certification body*. (Example for *certification body* XYZ completing its 20th chain-of-custody audit: XYZ-SFICOC-0020.)
- b. The *SFI* off-product logo service mark (see below) must be placed on the certificate.



- c. The logo of the accreditation firm (e.g. ANSI or SCC) for the *SFI certification body* conducting the chain-of-custody certification must be placed on the certificate.

3. Eligible Entities: Any company or facility that manufactures or distributes forest-based manufactured or printed products and wants to document that the material in the products was manufactured by a company certified to the *SFI 2015-2019 Chain-of-Custody Standard* is eligible to obtain an *SFI 2015-2019 Chain-of-Custody Standard* certificate (except as provided for in the *SFI Policy on Illegal Logging* in Section 7 of the *SFI* requirements document).

4. Application for SFI Label Use: The certified company and/or the *SFI certification body* will inform the *Office of Label Use and Licensing* of a successful completion along with a copy of the chain-of-custody certificate

5. Issuance of License and Certificate

5.1. Issuance of License. The *Office of Label Use and Licensing* shall issue the license to use the *SFI* off-product marks to the applicant upon written confirmation of successful completion of the chain-of-custody audit.

5.2. Certificate. The *SFI certification body* provides the written documentation of a successful completion of an audit.

6. Availability of On-Product Label: Holders of *SFI 2015-2019 Chain-of-Custody Standard* certificates may also qualify for use of an *SFI* on-product label and may receive authorization from the *SFI Office of Label Use and Licensing*.

APPENDIX 3: CRITERIA FOR THE EVALUATION OF CHAIN-OF-CUSTODY CERTIFICATION STANDARDS FOR USE IN THE SFI PROGRAM

OBJECTIVE

This appendix is intended to evaluate whether or not the chain-of-custody standards have credible systems for tracking wood flows from *SFI* certified land bases. The intent is not to recognize or include other provisions on “controlled wood,” “good wood” or any other forest management provisions.

CRITERIA

1. The standard contains elements that address scope, references and definitions.
2. The standard defines minimum requirements for the management system, including:
 - management and personnel responsibilities;
 - documentation of procedures for the chain-of-custody process covering all requirements of the standard;
 - record keeping; and
 - internal auditing.
3. The standard contains specific requirements for each chain-of-custody method allowed under the standard (physical separation, percentage based, volume credit, batch in/batch out, procurement system), including but not limited to:
 - supplier identification/verification or *origin* of wood flows;
 - inventory control and accounting of wood flows;
 - separation of material (if necessary); and
 - calculation of the certified percentage.
4. The standard is consistent with the requirements of national and international standards and conformity assessment forums such as the International Organization for Standardization (ISO) or the International Accreditation Forum.
5. The standard requires the use of *certification bodies* accredited by ANSI, Standards Council of Canada, or an equivalent body recognized by the International Accreditation Forum to conduct a Chain of Custody (CoC) Conformity Assessment based on ISO/IEC Guide 65:1996 or ISO/IEC 17065:2012.

SECTIONS

RULES FOR USE OF SFI ON-PRODUCT LABELS AND OFF-PRODUCT MARKS

NOVEMBER 2015



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RULES FOR USE OF SFI ON-PRODUCT LABELS AND OFF-PRODUCT MARKS

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SECTION 5

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RULES FOR USE OF SFI ON-PRODUCT LABELS AND OFF-PRODUCT MARKS

INTRODUCTION

SFI Inc. is an independent, non-profit, charitable organization dedicated to promoting sustainable forest management in North America and supporting responsible procurement globally. The *SFI* Board is a three chamber Board of Directors representing environmental, social and economic interests equally, and the *program* addresses local needs through its grassroots network of 34 *SFI Implementation Committees* across North America. *SFI Inc.* directs all elements of the *SFI* program including the *SFI* forest management, *fiber sourcing* and chain-of-custody standards, labeling and marketing.

Consumers in growing numbers want assurance that their buying decisions represent a sound environmental choice. They are asking for proof that wood, paper and packaging products are made with raw materials sourced from *certified forest content* and *certified sourcing*. The *SFI 2015-2019 Forest Management Standard*, *SFI 2015-2019 Fiber Sourcing Standard* and *SFI 2015-2019 Chain-of-Custody Standard* can deliver a reliable and credible mechanism so businesses can provide this assurance to their customers. In order to use any of the *SFI* on-product labels or off-product marks, an organization must be third-party certified by an accredited *certification body*.

The *SFI* program meets guidelines on environmental claims in product advertising and communication issued by the U.S. Federal Trade Commission and guidelines on environmental labeling and advertising issued by the Competition Bureau of Canada.

Studies have shown that consumers appreciate the value of forest certification in helping them identify wood and paper products from legal, responsible sources.

The fact that the *SFI* program can deliver a steady supply of fiber from well-managed forests is especially important at a time when there is increasing demand for green building and responsible paper purchasing, and only 10 percent of the world's forests are certified.

PART 1. RULES FOR USE OF SFI/ON-PRODUCT LABELS

The *SFI program* has three on-product labels: two Chain-of-Custody labels and one *SFI Certified Sourcing* label.

Certified Chain-of-Custody labels track the use of fiber from *certified forests*, *certified sourcing* and *recycled material*.

The *SFI Certified Sourcing* label does not make claims about *certified forest content*. *Certified sourcing* can include fiber sourced from a company that conforms with Section 2 - *SFI 2015-2019 Forest Management Standard*, Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*, from *recycled content*, or from *certified forest content*. Fiber shall never be sourced from a *controversial source*.

Primary producers of wood, wood pulp and/or pulp and paper products certified to the PEFC Chain-of-Custody standard can use the *SFI* label as long as the following criteria are met:

- the *primary producer* must be an *SFI Program Participant*;
 - the *primary producer* must be certified to all of the applicable *objectives* in Section 2 - *SFI 2015-2019 Forest Management Standard* and/or Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*.
- An organization that owns or manages forestlands must be certified to Section 2 - *SFI 2015-2019 Forest Management Standard*.
 - An organization that only sources direct from the forest and does not manage the forestlands must be certified to Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*.
 - An organization that owns or manages forestlands and sources direct from the forest must be certified to Section 2 - *SFI 2015-2019 Forest Management Standard* and Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*.

1.1 Chain-of-Custody Label for Volume Credit Method Label

The volume credit method allows a company to label only the percentage of output corresponding to the percentage of *certified forest content* and/or *recycled content* used in the manufacturing process. This is always at a 1:1 ratio, so it is considered 100% certified. The following two labels may be used by any chain-of-custody certificate holder that uses the volume credit chain-of-custody method. If the chain-of-custody certificate holder uses *recycled content*, then the label must state, "Promoting Sustainable Forestry and Recycled Content." However, if *recycled content* is not used, then the label must state, "Promoting Sustainable Forestry."



1.2 Chain-of-Custody Labels for Average Percentage Method

The average percentage method allows chain-of-custody certificate holders to consistently label all of their products with the average percentage labels. To use the "Promoting Sustainable Forestry and Recycled Content" label with the average percentage method, the chain-of-custody certificate holder must meet a 70% threshold, which can be obtained by *certified forest content* and/or *recycled content*. If recycled content is not used, then the label must state, "Promoting Sustainable Forestry." If the chain-of-custody certificate holder drops below the 70% threshold, they shall be transparent and disclose the actual amount of *certified forest content* and/or *recycled content* on the label. The following two labels may be used by any chain-of-custody certificate holder that drops below a 70% threshold and uses the average percentage chain-of-custody method.



1.3 Chain-of-Custody Labels with Mobius Loop

If a chain-of-custody certificate holder uses *recycled content*, they can choose to incorporate a Mobius loop stating the percentage of *recycled content* in the product. Below is an example of the chain-of-custody labels with the Mobius loop.



1.4 Certified Sourcing Label

The *SFI Certified Sourcing* label can be used by any organization certified to Section 2 - *SFI 2015-2019 Forest Management Standard* and/or Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*. The *SFI Certified Sourcing* label does not make claims about *certified forest content*. Eligible inputs that count toward the *Certified Sourcing* label includes fiber from Section 2 - *SFI 2015-2019 Forest Management Standard*, fiber from Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*, fiber from *recycled content*, or fiber from *certified forest content*. Fiber shall never be sourced from a *controversial source*.



PART 2. GENERAL RULES FOR USE OF SFI ON-PRODUCT LABELS

SFI Inc. owns the on-product labels shown in Appendix 2. The *SFI* “tree/leaf” design shown below is registered in the United States, Canada, Mexico, European Union, China, Japan and South Korea.

The *SFI* program owns all right, title and interest in the foregoing marks and exercises legitimate control over the use of these on-product labels.

Qualified organizations or those with a valid certificate issued by an accredited *certification body* may use the on-product labels upon receiving authorization from the *SFI Office of Label Use and Licensing*, provided the following conditions and limitations are strictly adhered to:

2.1 *SFI* marks are registered with both the U.S. Patent and Trademark Office and the Canadian Intellectual Property Office, and each mark must be individually accompanied by an ® to indicate that the on-product label is associated with the *SFI* program.

2.2 All projects with the *SFI* label must be sent to the *SFI Office of Label Use and Licensing* prior to press. There are no size or color restrictions on the label, but if the certified printer uses the above green/black version, the PMS color is 348.

2.3 The on-product label may be combined with the Program for the Endorsement of Forest Certification (PEFC) schemes on the product label, assuming the organization has a valid PEFC chain-of-custody certificate and meets all PEFC logo use requirements.

2.4 The recycled Mobius loop may only be used within the *SFI* label when the organization is certified to Section 4 *SFI 2015-2019 Chain-of-Custody Standard*.

2.5 The tree/leaf design may not be displayed by itself, and must always be accompanied with either “Sustainable Forestry Initiative” or “SFI,” the claim associated with the label, the *SFI* website (www.sfiprogram.org), and the certified organization’s *SFI* label ID number.

2.6 The *SFI* label identification number must be added under the *SFI* program website. The numbering system is as follows: SFI-00000. The *label users’* unique label ID number is a license number provided by *SFI Inc.* The label ID number is a different number than the chain-of-custody number provided by the *certification body*.

2.7 For private branded products where the company has concern disclosing the relationship with the manufacturer, or if there is concern with revealing strategic competitive information about the manufacturer, *SFI Inc.* can issue a second *SFI* label ID number. While the second *SFI* label ID number would be on the product when searched in the *SFI* on-line database, the supplier information will read “Contact SFI Inc. for More Information on this Product [Tel: 202-596-3450].” *SFI* staff can confirm for the

person making the enquiry that the label is legitimate based on information supplied. This second *SFI* label ID number will only be granted for organizations who produce private branded products and request a private number in order to avoid disclosing competitive information. The manufacturer must continue to use their originally assigned *SFI* label ID number for all other products they manufacture and label that do not have competitiveness concerns as described above.

2.8 The on-product labels can be used in either horizontal or vertical styles.

2.9 The on-product labels can be used in English, French and Spanish, and translations are available.

2.10 Any public communication by *Program Participants* and *label users* shall be accurate and consistent with applicable law and requirements for *SFI* logo use. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission’s guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada’s Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies, and national, state and provincial consumer protection and competition laws.

2.11 The on-product labels may be used on products, including shrink wrap and other product packaging, that have been produced by a primary or secondary producing facility, a publisher, a retailer or a printer that has qualified for use of the appropriate on-product labels.

2.12 The on-product labels may be used in product/brochures or advertising for products that qualify to use one of the on-product labels subject to the following rules:

- a. When discussing products produced by a qualified facility, the on-product usage is restricted to either, 1) the statement, “Look for this label on (specified product)” or, 2) in a picture of a product with the label on the product.
- b. When promoting the sale of trees or logs grown on certified land by landowners who have the land third-party certified to the *SFI Standard*.
- c. When referencing the products of a company with mills that do not all qualify for the certification mark, this fact must be communicated (e.g., “only some of the mills producing ‘x’ product are qualified to use the *SFI* on-product label”).
- d. If all the products in a product line are not certified, the label must accurately state this (e.g., “this label applies only to the cover of this publication”).

2.13 When the “At Least X% Certified Forest Content” label is being applied on solid wood products, the claim must read, “Product Line Contains At Least X% Certified Forest Content.” Artwork for this label is available upon request.

2.14 An *SFI* chain-of-custody certificate holder may make a claim of any percentage of *certified forest content*, but use of the label is contingent on the production batch having at least 10% *certified forest content*, unless the product is 100% *recycled content*.

2.15 When using the X% Chain-of-Custody label, the claims can be switched in order so “X% Certified Sourcing” or X% Recycled Content” is first. Furthermore, *label users* can add the words, “At Least” in front of the “X% Certified Forest Content” claim.

2.16 *Label users* can substitute the term “Recycled Content” on the labels and replace it with *pre-consumer recycled* and/or *post-consumer recycled*.

2.17 Facilities that utilize 100% *recycled content* can use the X% label with the average percentage method. They cannot, however, use the X% *certified forest content* tagline, and must exclude that tagline from the label.

2.18 Printers that are certified to the *SFI* Chain-of-Custody Standard may use their chain-of-custody procedures to account for product that is approved for the *Certified Sourcing* Label, and label that product with the *Certified Sourcing* Label. These organizations must obtain documentation from their suppliers that the product is approved for the *Certified Sourcing* Label.

2.19 Publishers can work with a certified printer and do not need a separate chain-of-custody certification unless they are actually printing the publication.

2.20 Any public communication by *Program Participants* and *label users* shall be accurate and consistent with applicable laws and requirements for *SFI* logo use. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission’s guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada’s Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies and national, state and provincial consumer protection and competition laws. *Label users* should consult with their legal counsel when preparing product advertising that includes an *SFI* on-product label or any other reference to the *SFI* program.

- a. Point of purchase (POP) materials should avoid environmental claims that can be tied to the product. Rather, they should explain the *SFI* Program Participant’s voluntary participation in a program for sustainable forest management. Avoid references or suggestions that the *SFI* program preserves forests.
- b. Avoid promoting any specific attributes of the product(s) bearing the mark when discussing participation in the *SFI* program, other than those related to forest management.
- c. Organizations can make claims about other certified processes (e.g., soy ink or alternate power sources) as long as it is clear that this is not associated with the *SFI* certification.

2.21 All advertising material must be sent to the *SFI* program’s *Office of Label Use and Licensing* for review and approval. *SFI* staff are available to answer questions about the use of the marks and these rules.

2.22 The *Office of Label Use and Licensing* reserves the right to request samples of all uses of the *SFI* On-product labels from time to time.

2.23 If the *Office of Label Use and Licensing* determines that a *label user* is not using the marks as provided in these rules, which may be amended from time to time, or no longer meets the criteria set out in the *SFI* program requirements, it will send a written notice to the *label user* specifying the inappropriate use(s) and allow thirty (30) days in which to make a correction. If the *label user* fails to make the correction, the right to use the marks will be revoked.

2.24 *Label users* who observe misuse of any of these marks shall report this immediately to the *Office of Label Use and Licensing*.

2.25 When selling product as *SFI* chain-of-custody certified, the organization shall provide customers with written information confirming the supplier’s certified status, an official *SFI* claim statement and the organization’s chain-of-custody number. This can be in the form of, but is not limited to, an invoice, bill of lading, shipping document, letter, or other forms of communications available to the customer at the time of the sale of the product.

2.26 When using the *SFI* chain-of-custody X% content labels, the following rules must be taken into consideration:

- a. The X% content label must equal all parts to 100%.
- b. If a specific attribute does not apply (e.g., *post-consumer recycled content*), the company must exclude that tagline from the label.
- c. If a company wishes to make a 100% *certified sourcing* claim, the *certified sourcing* label must be used.
- d. The 100% *certified forest content* claim can be made only when the physical separation method has been used throughout the chain-of-custody process.

2.27 The organization approved to use the *SFI* on-product label can use either the color, black and white, or reversed style labels. Where one-color print is being used, the *SFI* label may be the same color as the rest of the product.

2.28 The size of the label can be determined by the certified company approved to use the *SFI* label, if approved by the *SFI* Office of Label Use and Licensing.

2.29 If the label is being used on a small product (e.g., pencils) and the claim may not be legible, a company may apply to the *SFI* Office of Label Use and Licensing for additional exceptions on applying the *SFI* on-product label.

2.30 The following taglines can be used in combination with *SFI* on-product labels and with promotional materials that may or may not include the *SFI* label. The *SFI* website (www.sfiprogram.org) can be added to any of these taglines.

a. Approved claims for use with the Section 2 – *SFI 2015-2019 Forest Management Standard* and certified *primary producers*:

- We are proud to be part of a growing community of landowners, conservation groups and responsible companies all working towards improving forest management.
- Through our Sustainable Forestry Initiative® certification, we help our customers' source responsible forest products.
- We are proud to be part of a certification program whose participants have contributed over \$1 billion in research.
- We are excited to work with the Sustainable Forestry Initiative®, a program supported by conservation groups across North America.
- We promote responsible forest management and so do our customers.
- With Sustainable Forestry Initiative® certification, we proudly support North American communities.
- The Sustainable Forestry Initiative® program promotes sustainable forest management.
- The Sustainable Forestry Initiative® program integrates the perpetual growing and harvesting of trees with the protection of wildlife, plants, soils and water.
- The Sustainable Forestry Initiative® program promotes responsible forest management.
- By supporting the Sustainable Forestry Initiative® program, (*SFI certified organization name*) is helping to strengthen forest practices in North America and promote responsible sourcing globally.

b. Approved claims for use with Section 4 – *SFI 2015-2019 Chain-of-Custody Standard* certification

- With Sustainable Forestry Initiative® chain-of-custody certification, (*SFI certified organization name*) is meeting the growing demand for forest products from responsible sources.
- By using the Sustainable Forestry Initiative® label, (*SFI certified organization name*) is telling customers you care about forest management, and are prepared to meet their high standards.
- The Sustainable Forestry Initiative® program promotes sustainable forest management.
- The Sustainable Forestry Initiative® program integrates the perpetual growing and harvesting of trees with the protection of wildlife, plants, soils and water.
- The Sustainable Forestry Initiative® program promotes responsible forest management.
- By supporting the Sustainable Forestry Initiative® program, (*SFI certified organization name*) is helping to strengthen forest practices in North America and promote responsible sourcing globally.

c. Approved claims for use with *SFI Certified Sourcing* [Secondary and Primary Manufacturers] certification [Section 3 – *SFI 2015-2019 Fiber Sourcing Standard*]

- The Sustainable Forestry Initiative® certified sourcing label is proof (*SFI certified organization name*) is using fiber from responsible and legal sources.
- This demonstrates (*SFI certified organization name*) support for improved forestry practices and strong communities across North America.

d. Approved claims for all *SFI* certified organizations

- The Sustainable Forestry Initiative® is a comprehensive, independent certification program that works with environmental, social and industry partners to improve forest practices in North America and fiber sourcing worldwide.
- The Sustainable Forestry Initiative® is based on 14 core principles that promote sustainable forest management, including measures to protect water quality, biodiversity, wildlife habitat, species at risk and Forests with Exceptional Conservation Value.
- The Sustainable Forestry Initiative® is an independent 501(c)(3) non-profit charitable organization, and is solely responsible for maintaining, overseeing and improving the internationally recognized *SFI*® program.

2.31 The following geographic taglines can be used in combination with the *SFI* on-product labels and with promotional materials that may or may not include the *SFI* label. A *Program Participant*, *primary* or *secondary producer* can only use these taglines if they successfully demonstrated to the *SFI* certification body conducting the Section 4 – *SFI 2015-2019 Chain of Custody Standard* audit that they have tracked the sources of their supply, and that the wood fiber is sourced in North America in a manner consistent with the geographic tagline suggested. If a company sources any of its raw materials outside of North America, these claims can only be used if physical separation is employed. A 5% de minimis is acceptable.

- This wood is from a responsibly managed [North American/U.S./Canadian] forest.
- The fiber in this paper/package product is from a responsibly managed [North American/U.S./Canadian] forest.
- The fiber in this product meets the requirements of the independent Sustainable Forestry Initiative® program, delivering assurance that it comes from a responsibly managed [North American/U.S./Canadian] forest.

2.32 Usage of *SFI* labels and claims shall follow ISO 14020:2000.

2.33 The *Office of Label Use and Licensing* reserves the right to refuse any label use that does not align with *SFI Inc.*'s strategic objective, which is to "ensure the *SFI 2015-2019 Standards and Rules* is strong, grounded in science, progressive and based on integrity and proven through *conservation* collaboration resulting in wide market acceptance."

PART 3. RULES FOR USE OF SFI OFF-PRODUCT MARKS

In addition to its on-product labels, *SFI Inc.* has off-product marks to show participation in the *program* and to promote the *program* generally. *SFI Inc.* owns all right, title and interest in these off-product marks, and exercises legitimate control over their use.

SFI Licensed Off-Product Marks



3.1 Off-product marks may only be used by *Program Participants* in good standing whose operations have been certified by an *SFI certification body* to be in conformance with the *SFI 2015-2019 Forest Management*, the *SFI 2015-2019 Fiber Sourcing Standard*, and/or the *SFI 2015-2019 Chain-of-Custody Standard* [for all or a portion of their operations]. Any express or implied claim that a *Program Participant* is in conformance with the *SFI Standard(s)* must be substantiated by a current, valid certification by an *SFI accredited certification body*.

3.2 Off-product marks may be used as described in Part 5 under General Rules for *Program Participants*.

3.3 The tagline mark (Good for You. Good for our Forests®) may be placed beneath the off-product mark.

3.4 The *SFI* label identification number must be added under the logo mark. The numbering system is as follows: SFI-00000. The *SFI Program Participants* unique label ID number is provided by *SFI Inc.* The label ID number is a different number than the certification number provided by the *certification body*.

3.5 *Program Participants* must seek approval from the *SFI Office of Label Use and Licensing* for use of the off-product marks.

PART 4. RULES FOR USE OF SFI WORD MARKS

SFI Inc. owns all right, title and interest in the foregoing word marks and exercises legitimate control over the use of the word marks.

The purpose of these word marks is to show participation in the *SFI® program* and to promote the *SFI program* generally.

- SUSTAINABLE FORESTRY INITIATIVE®
- SFI®

SFI Licensed Tagline Mark:

- GOOD FOR YOU, GOOD FOR OUR FORESTS®

4.1 Use of the word marks may only be used by *Program Participants* in good standing whose operations have been certified by an *SFI certification body* to be in conformance with the *SFI 2015-2019 SFI Forest Management Standard*, *SFI 2015-2019 Fiber Sourcing Standard* and/or the *SFI 2015-2019 Chain-of-Custody Standard* for all or a portion of their operations. Any express or implied claim that a *Program Participant* is in conformance with the *SFI Standard(s)* must be substantiated by a current, valid certification by an *SFI accredited certification body*.

4.2 The ® only needs to be included the first time the “Sustainable Forestry Initiative” or “SFI” word marks appears in a document, whether it is in a title or in text. If both word marks are used, the correct format is: Sustainable Forestry Initiative® (SFI) program, and then the first use of “SFI” also carries an ®, i.e., SFI®.

4.3 A word mark must be an adjective, it cannot be a noun, so when it is used in text, the word “program” or “standard” must appear after the mark. The mark should not be plural or possessive.

4.4 The tagline mark (Good For You, Good For Our Forests®) can be used in association with the word marks.

4.5 In addition to the uses described below in Part 5, General Rules for off-product marks the word marks may be used as follows, provided the advertisement or brochure refers to the *SFI* website (www.sfiprogram.org) or the *Program Participant's* website with a hotlink to the *SFI* website:

- in advertisements that promote the *Program Participant's* certification to the *SFI Standard(s)*; and
- in sales brochures and other similar product promotional items.

4.6 *Program Participants* must seek approval from the *SFI Office of Label Use and Licensing* for use of the word marks.

PART 5. GENERAL RULES – FOR USE OF THE SFI OFF-PRODUCT MARKS AND WORD MARKS

5.1 The Off-product and word marks may be used, subject to the rules in Parts 3 and 4, and as follows:

- a. In image advertising that focuses on a summary of company accomplishments or values, on company people, on company financial results or stock performance, on company community activities, or any combination of the above. Such advertising must not promote specific products, tout product attributes, or make value propositions, although generic products may be shown.
- b. In communications that explain and/or promote the *Sustainable Forestry Initiative* program's services and a company's participation in the *SFI program*, both to employees and to those outside of the organization.
- c. On business letterhead, business cards, and invoices.
- d. In annual reports, provided there is a reference to the *SFI Inc.* website (www.sfiprogram.org).
- e. On generic business signs (e.g., vehicles, forest stands, office buildings, and mill sites that are owned or held on a *long-term* exclusive lease). Vehicles or facilities must be under the certified company's direct control and must prominently display the company's name. If the vehicle or facility is sold or the lease terminated, the marks must be removed before the title is transferred or the occupancy ends.
- f. On clothing and protective gear (e.g., uniforms, shirts and hard hats), in conjunction with, but not attached to, the company's name or Off-product.
- g. On a company website with a hotlink to the *SFI* website (www.sfiprogram.org).

5.2 If any of the marks are used in written communications, the following statement must be included in an appropriate location (e.g., bottom of the page or on the back of a brochure), "*SFI* Marks are registered marks owned by *Sustainable Forestry Initiative Inc.*"

5.3 In addition to the references to the *SFI* website required above, companies should consider including a reference to the *SFI* website in any document where a Off-product or word mark is displayed.

5.4 Use of the marks must comply with the Art Rules in Appendix 3, which are incorporated herein by reference, and with the following:

- a. A *label user* may use any one color in the presentation of the Logo Marks. If the label user chooses to use green, the PMS color is 348.
- b. The off-product mark font is Vag Rounded Light. The off-product mark may not be recreated using any other fonts or styles of these fonts. The font sizes must remain in the same proportions as the off-product mark provided in camera-ready or electronic file form.
- c. The off-product mark may appear within a photographic image or illustration.

- d. The off-product mark may not be combined with any other logo or image in such a way as to create a third logo or mark.
- e. The tree/leaf portion of the off-product mark may not be displayed by itself, but must always be accompanied with SUSTAINABLE FORESTRY INITIATIVE as set out above.
- f. The off-product mark must always be accompanied by the participant's *SFI* label ID number. The *SFI* label ID number shall be added under the mark.

5.5 The *SFI* mark is registered with the U.S. Patent and Trademark Office and in Canada, Mexico, the European Union, Japan, China and South Korea, and must be accompanied by an ® to indicate that *SFI Inc.* owns it, unless otherwise authorized in these rules.

5.6 Any public communication by *Program Participants* or *label users* shall be accurate and consistent with applicable laws and requirements for *SFI* off-product use. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies and national, state and provincial consumer protection and competition laws. Legal counsel, as well as with the *SFI Office of Label Use and Licensing*, should be consulted during the preparation of any material that uses the marks and describes or makes claims about the *SFI program* and a company's participation.

5.7 The *Office of Label Use and Licensing* reserves the right to refuse any label use that does not align with *SFI Inc.*'s strategic objective, which is to "ensure the *SFI Standard* is strong, grounded in science, progressive and based on integrity and proven through *conservation* collaboration resulting in wide market acceptance."

5.8 If *SFI Inc.* determines marks are not being used as provided in these rules, it will send a written notice specifying the inappropriate use(s) and allow thirty (30) days in which to make a correction. If corrections are not made, the right to use the marks will be revoked.

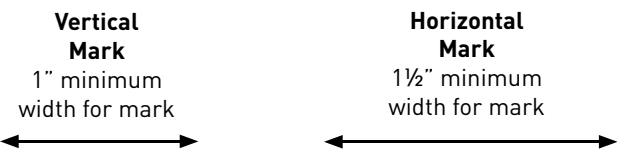
5.9 Any observed misuse of any of these marks should be reported immediately to the *SFI Office of Label Use and Licensing*.

5.10 The *SFI Inc.* has marketing materials available on the members-only section of the *SFI* website (www.sfiprogram.org). Please contact the *SFI Office of Label Use and Licensing* for access to this section.

5.11 Approval for *SFI* on-product label use and *SFI* marks should be obtained by using the online label approval system (www.sfidatabase.org) monitored by the *SFI Office of Label Use and Licensing*.

APPENDIX 1: SFI/ PROGRAM CERTIFICATION MARK (ON-PRODUCT) – ART RULES

(Only the Promoting Sustainable Forestry label is depicted below for illustrative purposes.)



4-Color Mark
Use CMYK color palette specs whenever 4-Color printing is available.



4-Color Mark (CMYK)

2-Color Mark
Use PMS 348 CVC and black when PMS color is available.



2-Color Mark (PMS 348)

1-color Mark
Use B&W version of the marks when printing in black and white.



1-color Mark (B&W)

Web-Safe Mark
Use jpeg or tiff for all website applications and PowerPoint presentations.



Web-Safe Mark

Reverse Mark
Use reverse version of the marks when applying them to dark backgrounds or over dark photographic images.



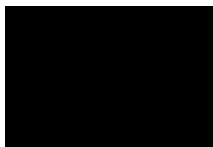
Reverse Mark

Color Palette

The primary color palette consists of PMS 348 CVC and Black.

Always match print jobs to color swatches to maintain consistency.

Use Web-safe specs for PowerPoint presentations and website graphics.



SFI Black
100% Black



CMYK
C 94.12%
M 22.74%
Y 80.78%
K 8.63%



PMS
348 CVC



Web-Safe
R 12
G 68
B 3E

Area of Isolation

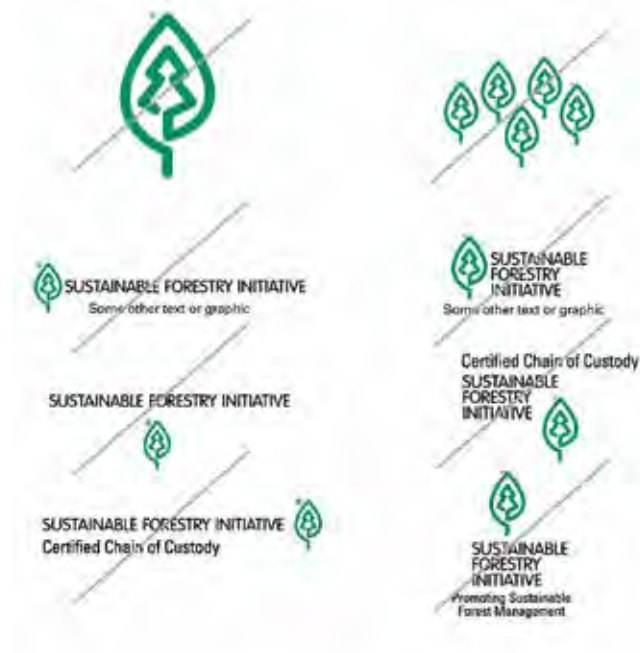
To maintain clean, uncluttered layouts and to maximize the impact and recognition of the marks, always maintain an area of isolation all around the marks as shown.

Note: marks may appear within a photographic image or illustration given that an area of isolation is maintained as noted.



Mark Violations

- To maintain consistency, do not modify or alter marks.
- Do not violate area of isolation with text or other graphics.
- Do not create a pattern with mark graphics.
- Do not alter the positioning of mark graphics or re-position, recrop, break apart or otherwise alter marks in any way. The mark may not be recreated using any fonts or styles other than the Vag Rounded Light or Univers 57 Condensed for the “claim” and website. The font size remains in the same proportions as the mark provided in the electronic file form.
- The tree/leaf design may not be displayed by itself, but must always be accompanied by the words “Sustainable Forestry Initiative” or “SFI”, the “claim” and the website www.sfiprogram.org.
- The SFI Label ID



Please consult with legal counsel, as well as the *SFI Office of Label Use and Licensing*, during preparation of all materials that include these marks. All uses of the marks should be sent to *SFI* for review prior to using. In the event a *Label User* should observe misuse of any of these marks, *Label User* shall immediately report such improper use.

APPENDIX 2: SFI ON-PRODUCT LABELS

PRODUCT LABELING GUIDE VERTICAL LABEL ARTWORK OPTION #1

FOLDER: SFI_Labels_Vertical														
SUB FOLDER: SFI_Labels_VC (VC: Vertical, Color)														
							SFI_CS_A_VC.ai SFI_CS_A_VC.tif SFI_CS_A_VC.jpg	SFI_COC_A_VC.ai SFI_COC_A_VC.tif SFI_COC_A_VC.jpg	SFI_COC_REC_B_VC.ai SFI_COC_REC_B_VC.tif SFI_COC_REC_B_VC.jpg	SFI_COCaX_A_VC.ai SFI_COCaX_A_VC.tif SFI_COCaX_A_VC.jpg	SFI_COCX_A_VC.ai SFI_COCX_A_VC.tif SFI_COCX_A_VC.jpg	SFI_COCX_B_VC.ai SFI_COCX_B_VC.tif SFI_COCX_B_VC.jpg	SFI_COCX_B_VC.ai SFI_COCX_B_VC.tif SFI_COCX_B_VC.jpg	SFI_COCX_B_VC.ai SFI_COCX_B_VC.tif SFI_COCX_B_VC.jpg
SUB FOLDER: SFI_Labels_VBW (VBW: Vertical, Black & White)														
							SFI_CS_A_VBW.ai SFI_CS_A_VBW.tif SFI_CS_A_VBW.jpg	SFI_COC_A_VBW.ai SFI_COC_A_VBW.tif SFI_COC_A_VBW.jpg	SFI_COC_REC_B_VBW.ai SFI_COC_REC_B_VBW.tif SFI_COC_REC_B_VBW.jpg	SFI_COCaX_A_VBW.ai SFI_COCaX_A_VBW.tif SFI_COCaX_A_VBW.jpg	SFI_COCX_A_VBW.ai SFI_COCX_A_VBW.tif SFI_COCX_A_VBW.jpg	SFI_COCX_B_VBW.ai SFI_COCX_B_VBW.tif SFI_COCX_B_VBW.jpg	SFI_COCX_B_VBW.ai SFI_COCX_B_VBW.tif SFI_COCX_B_VBW.jpg	SFI_COCX_B_VBW.ai SFI_COCX_B_VBW.tif SFI_COCX_B_VBW.jpg
SUB FOLDER: SFI_Labels_VR (VR: Vertical, Reverse)														
							SFI_CS_A_VR.ai SFI_CS_A_VR.tif SFI_CS_A_VR.jpg	SFI_COC_A_VR.ai SFI_COC_A_VR.tif SFI_COC_A_VR.jpg	SFI_COC_REC_B_VR.ai SFI_COC_REC_B_VR.tif SFI_COC_REC_B_VR.jpg	SFI_COCaX_A_VR.ai SFI_COCaX_A_VR.tif SFI_COCaX_A_VR.jpg	SFI_COCX_A_VR.ai SFI_COCX_A_VR.tif SFI_COCX_A_VR.jpg	SFI_COCX_B_VR.ai SFI_COCX_B_VR.tif SFI_COCX_B_VR.jpg	SFI_COCX_B_VR.ai SFI_COCX_B_VR.tif SFI_COCX_B_VR.jpg	SFI_COCX_B_VR.ai SFI_COCX_B_VR.tif SFI_COCX_B_VR.jpg

PRODUCT LABELING GUIDE VERTICAL LABEL ARTWORK OPTION #2

FOLDER:

SF12_Labels_Vertical

SUB FOLDER:

SF12_Labels_VC (VC: Vertical, Color)



SF12_CS_A_VC.ai
SF12_CS_A_VC.tif
SF12_CS_A_VC.jpg



SF12_COC_A_VC.ai
SF12_COC_A_VC.tif
SF12_COC_A_VC.jpg



SF12_COC_REC_A_VC.ai
SF12_COC_REC_A_VC.tif
SF12_COC_REC_A_VC.jpg



SF12_COC_REC_B_VC.ai
SF12_COC_REC_B_VC.tif
SF12_COC_REC_B_VC.jpg



SF12_COCaX_A_VC.ai
SF12_COCaX_A_VC.tif
SF12_COCaX_A_VC.jpg



SF12_COCX_A_VC.ai
SF12_COCX_A_VC.tif
SF12_COCX_A_VC.jpg



SF12_COCX_B_VC.ai
SF12_COCX_B_VC.tif
SF12_COCX_B_VC.jpg

SUB FOLDER:

SF12_Labels_VBW (VBW: Vertical, Black & White)



SF12_CS_A_VBW.ai
SF12_CS_A_VBW.tif
SF12_CS_A_VBW.jpg



SF12_COC_A_VBW.ai
SF12_COC_A_VBW.tif
SF12_COC_A_VBW.jpg



SF12_COC_REC_A_VBW.ai
SF12_COC_REC_A_VBW.tif
SF12_COC_REC_A_VBW.jpg



SF12_COC_REC_B_VBW.ai
SF12_COC_REC_B_VBW.tif
SF12_COC_REC_B_VBW.jpg



SF12_COCaX_A_VBW.ai
SF12_COCaX_A_VBW.tif
SF12_COCaX_A_VBW.jpg



SF12_COCX_A_VBW.ai
SF12_COCX_A_VBW.tif
SF12_COCX_A_VBW.jpg



SF12_COCX_B_VBW.ai
SF12_COCX_B_VBW.tif
SF12_COCX_B_VBW.jpg

SUB FOLDER:

SF12_Labels_VR (VR: Vertical, Reverse)



SF12_CS_A_VR.ai
SF12_CS_A_VR.tif
SF12_CS_A_VR.jpg



SF12_COC_A_VR.ai
SF12_COC_A_VR.tif
SF12_COC_A_VR.jpg



SF12_COC_REC_A_VR.ai
SF12_COC_REC_A_VR.tif
SF12_COC_REC_A_VR.jpg



SF12_COC_REC_B_VR.ai
SF12_COC_REC_B_VR.tif
SF12_COC_REC_B_VR.jpg



SF12_COCaX_A_VR.ai
SF12_COCaX_A_VR.tif
SF12_COCaX_A_VR.jpg



SF12_COCX_A_VR.ai
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SF12_COCX_A_VR.jpg



SF12_COCX_B_VR.ai
SF12_COCX_B_VR.tif
SF12_COCX_B_VR.jpg

PRODUCT LABELLING GUIDE HORIZONTAL LABEL ARTWORK OPT #2

FOLDER:

SFI2_Labels_Horizontal

SUB FOLDER:

SFI2_Labels_HC (HC: Horizontal, Color)



SFI2_CS_A_HC.ai
SFI2_CS_A_HC.tif
SFI2_CS_A_HC.jpg



SFI2_COC_A_HC.ai
SFI2_COC_A_HC.tif
SFI2_COC_A_HC.jpg



SFI2_COC_REC_A_HC.ai
SFI2_COC_REC_A_HC.tif
SFI2_COC_REC_A_HC.jpg



SFI2_COC_REC_B_HC.ai
SFI2_COC_REC_B_HC.tif
SFI2_COC_REC_B_HC.jpg



SFI2_COCaIX_A_HC.ai
SFI2_COCaIX_A_HC.tif
SFI2_COCaIX_A_HC.jpg



SFI2_COCX_A_HC.ai
SFI2_COCX_A_HC.tif
SFI2_COCX_A_HC.jpg



SFI2_COCX_B_HC.ai
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SFI2_COCX_B_HC.jpg

SUB FOLDER:

SFI2_Labels_HBW (HC: Horizontal, B & W)



SFI2_CS_A_HBW.ai
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SFI2_CS_A_HBW.jpg



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SFI2_COC_A_HBW.tif
SFI2_COC_A_HBW.jpg



SFI2_COC_REC_A_HBW.ai
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SFI2_COC_REC_A_HBW.jpg



SFI2_COC_REC_B_HBW.ai
SFI2_COC_REC_B_HBW.tif
SFI2_COC_REC_B_HBW.jpg



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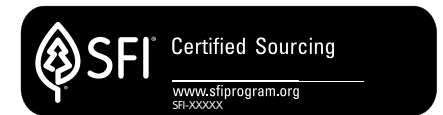
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SFI2_COCX_A_HBW.jpg



SFI2_COCX_B_HBW.ai
SFI2_COCX_B_HBW.tif
SFI2_COCX_B_HBW.jpg

SUB FOLDER:

SFI2_Labels_HR (HC: Horizontal, Reversed)



SFI2_CS_A_HR.ai
SFI2_CS_A_HR.tif
SFI2_CS_A_HR.jpg



SFI2_COC_A_HR.ai
SFI2_COC_A_HR.tif
SFI2_COC_A_HR.jpg



SFI2_COC_REC_A_HR.ai
SFI2_COC_REC_A_HR.tif
SFI2_COC_REC_A_HR.jpg



SFI2_COC_REC_B_HR.ai
SFI2_COC_REC_B_HR.tif
SFI2_COC_REC_B_HR.jpg



SFI2_COCaIX_A_HR.ai
SFI2_COCaIX_A_HR.tif
SFI2_COCaIX_A_HR.jpg



SFI2_COCX_A_HR.ai
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SFI2_COCX_A_HR.jpg



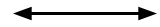
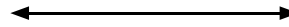
SFI2_COCX_B_HR.ai
SFI2_COCX_B_HR.tif
SFI2_COCX_B_HR.jpg

APPENDIX 3: SFI OFF-PRODUCT MARK — ART RULES

	Horizontal Mark 1½" minimum width for mark	Stacked Mark ¾" minimum width for mark
4-Color SFI Mark Use CMYK color palette specs whenever fourcolor printing is available. Materials that fall into this category include advertising, collateral and sales materials, POS, and press materials.	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX 4-Color Mark (CMYK)	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX
2-Color SFI Mark Use PMS 348 CVC and black when PMS color is available for materials such as brochures and catalogs.	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX 2-Color Mark (PMS 348)	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX
1-Color SFI Mark Use B&W version of the marks when printing in black and white for materials such as laser print documents, and black and white ads.	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX 1-Color Mark (B&W)	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX
Web-Safe SFI Mark Use jpeg or tiff for all website applications and PowerPoint presentations.	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX Web-Safe Mark	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX
Reverse SFI Mark Use reverse version of the marks when applying them to dark backgrounds or over dark photographic images.	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX Reverse Mark	SUSTAINABLE FORESTRY INITIATIVE SFI-XXXX
Typography The SFI tagline text typeface is Garamond3 LT Italic, and the website text typeface is Universe. To maintain consistency, use only these fonts in all external communications.	Good for you. Good for our forests.® www.sfiprogram.org	
Color Palette The primary color palette consists of PMS 348 CVC and Black. Always match print jobs to color swatches to maintain consistency. Use Web-safe specs for PowerPoint presentations and website graphics.	SFI Black 100% Black PMS 348 CVC	CMYK C 94.12% M 22.74% Y 80.78% K 8.63% Web-Safe R 12 G 68 B 3E

Horizontal Mark
1½" minimum width for mark

Stacked Mark
¾" minimum width for mark



Mark Lock-Ups

These mark lock-ups were created to maintain consistency when using the mark with secondary information.

Do not alter the spacing or positioning of any items in these lock-ups.



Area of Isolation

To maintain clean, uncluttered layouts and to maximize the impact and recognition of the marks, always maintain an area of isolation all around the marks as shown.

Note: marks may appear within a photographic image or illustration given that an area of isolation is maintained as noted.



Mark Violations

- Do not use mark graphic by itself or to create a pattern.
- Do not combine with any other logo or image as to create a third logo or mark.
- To maintain consistency, do not modify or alter marks.
- Do not violate area of isolation with text or other graphics.
- Do not alter the positioning of mark graphics or reposition, recrop, break apart or otherwise alter marks in any way.
- The tree/leaf design may not be displayed by itself, but must always be accompanied by the words "Sustainable Forestry Initiative" or "SFI."



SECTION 6

GUIDANCE TO SFI 2015-2019 STANDARDS AND RULES



JANUARY 2017



SUSTAINABLE
FORESTRY
INITIATIVE

SFI-00001



GUIDANCE TO SFI 2015-2019 STANDARDS AND RULES

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1. INTRODUCTION

SFI Inc. completes a review of its standards and supporting documents every five years, which is consistent with international protocols for forest certification standard revision cycles. The fourth public review, conducted in 2013-2014, led to the *SFI 2015-2019 Standards and Rules* and supporting documents.

This guidance document is intended to assist *SFI Program Participants* and certification bodies in interpreting and implementing new and existing provisions in the *SFI 2015-2019 Standards and Rules*.

This document provides additional information that may help *Program Participants* make management decisions to meet *SFI 2015-2019 Standards and Rules* requirements. *SFI Inc.* routinely researches ways to improve the functionality of the *SFI* program; thus this document may be updated over time.

2. APPLICATION OF THE SFI 2015-2019 FOREST MANAGEMENT AND SFI 2015-2019 FIBER SOURCING STANDARDS

The *SFI 2015-2019 Forest Management Standard* and *SFI 2015-2019 Fiber Sourcing Standard* apply to management of and sourcing from forests where management intensities are characterized by managed natural forests and plantation forestry, regardless of the forest products derived from management of such forests. The figure (Figure 1) below illustrates the spectrum of forest management systems. The *SFI 2015-2019 Forest Management Standard* and *SFI 2015-2019 Fiber Sourcing Standards* are intended to apply to forest management systems that are classified as natural forest systems, managed natural forests and plantation forests. Management operations that are classified as short rotation woody crops or agro-forestry are not within the scope of the *SFI 2015-2019 Standards and Rules*.

3. SFI 2015-2019 FOREST MANAGEMENT STANDARD OBJECTIVE 1: LONG-TERM SUSTAINABLE HARVEST LEVELS

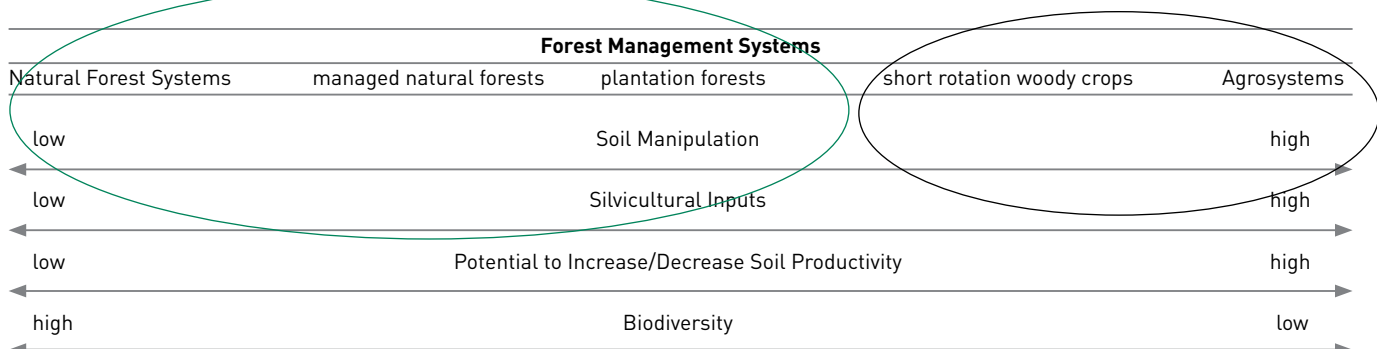
3.1 Determining the Most Appropriate Geographic Scale

The intent of Performance Measure 1.2 is to outline the limitations on conversion and the due diligence process to be followed when Objective 1 Performance Measure 1.1 requires long-term harvest levels that are sustainable and consistent with appropriate *growth and yield models*. Indicator 1.1.1 lists items required in forest management planning “at a level appropriate to the size and scale of the operation”, with 1.1.1(d) requiring that “*biodiversity* at the *landscape* scale” be factored into forest management planning decision-making. From these requirements it can be inferred that a *Program Participant* must base their *long-term* sustainable harvest level planning at a geographic scale that accurately reflects forest growth and yield and conservation of biodiversity. Likewise, the requirement that forest management planning shall ensure *long-term* (one rotation or greater) sustainable harvest levels requires planning to occur on forest types in similar biological, geological, and climatic areas.

3.2 Acquisitions and Sustainable Harvest Planning

An *SFI Program Participant* with a prolonged, accelerated harvest level in one operational region cannot “offset” a long term unsustainable level of harvests through land acquisition. This practice does not meet the spirit and intent of the *SFI* program and to allow this practice could result in an imbalance in forest age classes and species composition in certain portions of the *Program Participant*’s lands, which in turn could have significant negative impacts on the conservation of *biological diversity* contrary to Indicator 1.1.1 (d), which requires that forest management planning consider *biodiversity* at the *landscape* scale. Any acquired lands should be integrated into the organization’s forest management planning, and the organization should recalculate appropriate long-term harvest levels that are sustainable and consistent with accepted growth and yield models by operational region.

Figure 1. Spectrum of forest management systems (green circle) that qualify for certification to the SFI 2015-2019 Forest Management Standard and SFI 2015-2019 Fiber Sourcing Standard (Adapted from Burger, 2002¹).



¹ Burger, J. A. 2002. Soil and Long-Term Site Productivity Values. In: Richardson, J.; Bjorheden, R.; Hakkila, P.; Lowe, A. T.; and Smith, C. T. *Bioenergy from Sustainable Forestry: Guiding Principles and Practice*. Dordrecht, The Netherlands: Kluwer Academic Publishers: 165-189.

3.3 Temporal Scale

It is SFI's expectation that certification bodies shall audit sustainable harvest levels based on the criteria specified in Performance Measure 1.1, taking into account the maintenance of *landscape* level *biodiversity*, and confirming that any increases in planned harvest level(s) are consistent with the SFI Program Participant's forest management plan. Additionally, sustainable harvest levels or government regulated allowable annual harvest should not be exceeded for extended periods of time unless a substantive ecological rationale is developed to justify the elevation, examples of which could include a response to forest health emergencies such as beetle epidemics or sanitation logging of forests impacted by catastrophic wildfire, ice storm or wind damage. In instances where harvest levels are exceeded for extended periods, a documented plan must be in place to demonstrate how harvest planning will achieve a return to the long-term sustainable harvest levels over one rotation.

3.4 Record Retention

The requirements of Objective 1, Performance Measure 1.1 address the need to have a *long-term* resources analysis, *forest inventory*, *growth-and-yield modeling* capabilities, and recommended sustainable harvest levels for areas available for harvest. Likewise, Indicator 1.1.2 requires that "documented current harvest trends fall within *long-term* sustainable levels identified in the forest management plan" and Indicator 1.1.4 requires "periodic updates of *forest inventory* and recalculation of planned harvests to account for changes in growth due to *productivity* increases or decreases".

Forest management plans by their very nature are adjusted as needed to reflect changes in factors such as inventory, growth and yield modeling capabilities, growing stock, harvest levels and the cyclical nature of the forest products market. To ensure effective decision making regarding *long-term* sustainable harvest levels, an SFI Program Participant must be able to assess the accuracy of past planning inputs and decisions made through appropriate document retention. It is expected that an SFI Program Participant has the ability to look backwards over a sufficiently long time frame in order to inform its future forest management planning.

4. SFI 2015-2019 FOREST MANAGEMENT STANDARD

OBJECTIVE 1: CONVERSION

4.1 Conversion of One Forest Cover Type to Another Forest Cover Type

The intent of Performance Measure 1.2 is to outline the limitations on conversion and the due diligence process to be followed when converting to a different *forest cover type*. Limitations exist where the conversion is unlawful, threatens rare and ecologically significant *native* forest types, or where *long-term* adverse impacts are expected on species, *habitats* or *special sites* already protected by the SFI 2015-2019 Forest Management Standard.

In situations where a *Program Participant* intends to convert from one *forest cover type* to another *forest cover type*, the *Program Participant* is expected to demonstrate proficiency of assessment of the conditions outlined in Indicator 1.2.2.

The formality of the assessment has not been prescribed and therefore, *Program Participants* are able to structure the assessment in accordance with the scope and scale of their organization and scale of the intended conversion.

It is not the intent of Performance Measure 1.2 to limit activities that are of ecological benefit, such as returning a site to a historical *forest cover type*, responding to *forest health* concerns, or mitigating present or future environmental harm (e.g., *climate change*).

4.2 Conversion of Forest Land to Another Land Use

The intent of Performance Measure 1.3 is to ensure that forestland that is being converted to non-forest land uses is appropriately "scoped out" of SFI certificates. Two basic tenets establish the rationale for this Performance Measure. First, forestland that is being converted to non-forest land uses would not likely meet any of the SFI 2015-2019 Forest Management Standard requirements (prompt *reforestation*, *biodiversity*, etc.) and therefore could not be certified under the SFI 2015-2019 Forest Management Standard.

Second, fiber (roundwood and/or chips) from forestland being converted to non-forest land uses cannot be counted as *certified forest content* in any product bearing an SFI program label (see definition of *conversion sources*).

4.2.1 Scope of Certification

Notwithstanding the tenets listed in Section 3.2 of this guidance, the issue with conversion to non-forest land use is really a question of which lands are eligible to be within the scope of a *Program Participant's* SFI 2015-2019 Forest Management Standard certificate. There is no limit on the percentage of land that can be scoped out of an SFI 2015-2019 Forest Management Standard certificate. However, it is important to ensure that forestland within the scope of the *Program Participant's* SFI 2015-2019 Forest Management Standard certificate continues to be managed as forestland consistent with the SFI 2015-2019 Forest Management Standard. In some circumstances, forestland designated for sale may not sell in the short term nor is there certainty that these forestlands will be converted to another land use by the purchaser. As such, the *Program Participant* should continue to manage these forestlands in conformance with the SFI 2015-2019 Forest Management Standard until a sales contract has been executed. Once a sales contract is executed, the *Program Participant* should scope out the lands that will be sold.

Program Participants are not restricted in their decision making regarding the purchase of or sale of forestland or the movement of forestland (or the quantity) in or out of the scope of an *SFI 2015-2019 Forest Management Standard* certificate. *Certification bodies* must ensure that lands within the scope of an *SFI 2015-2019 Forest Management Standard* audit are being managed in conformance with the *SFI 2015-2019 Forest Management Standard* to protect the integrity of the *SFI 2015-2019 Standards and Rules*. Furthermore, *certification bodies* and *Program Participants* must ensure that there is absolute clarity on which forest lands — whether owned, managed or controlled (see 3.2.2 below) — are included in the scope of the *SFI 2015-2019 Forest Management Standard* certificate.

4.2.2 Control of Decision Making

The issue of control of decision making by the *Program Participant* is the central factor when determining which forestland should be scoped out of an *SFI 2015-2019 Forest Management Standard* certificate. When a *Program Participant* knowingly intends to convert forestland to a non-forest land use and has control over the process, then the forestlands should be scoped out of the certificate when the decision is made to convert.

The example above where forestland is being sold or purposefully converted to non-forest land use is relatively straight-forward when it comes to identifying who has control of decision making. However, there are other examples where control of management practices is less clearly defined or where control over decisions regarding forestland use shifts to a different party after a fixed period of time. Examples of these more ambiguous circumstances include *long-term* leases and timber deeds.

Like in the forestland sale example, the decision whether to scope forestland in or out of an *SFI 2015-2019 Forest Management Standard* certificate still rests with the organization that has control over decisions related to management of the forestland in conformance with the *SFI 2015-2019 Forest Management Standard*. More specifically, if a *Program Participant* has forest management authority over Objective 1 of the *SFI 2015-2019 Forest Management Standard*, then such lands can remain within the scope of the *SFI 2015-2019 Forest Management Standard* certificate until such time as control of forest management decisions is relinquished. Likewise, in the case of *long-term* leases or timber deeds; if a *Program Participant* has a reasonable expectation the lands will remain in a forested condition after their lease or deed expires, then such lands can remain within the scope of the *SFI 2015-2019 Forest Management Standard* certificate until such time as control of forest management decisions is relinquished.

Mining and drilling activities are other examples of where *Program Participants* may have control over forest management, but may not have control over the ultimate fate of the land use. In this example, so long as the *Program Participant* is not the party deciding to mine or drill or has not engaged into a contractual relationship with a third-party to do so, then lands being managed in accordance with the *SFI 2015-2019 Forest Management Standard* may remain within the scope of an *SFI 2015-2019 Forest Management Standard* certificate until such time as forest management control is relinquished.

4.2.3 Accounting for Non-Certified Forest Content

Despite efforts to scope out forestlands intended to be converted to non-forest land uses, small parcels of land intended for conversion may remain in the scope of an *SFI 2015-2019 Forest Management Standard* certificate [e.g., utility right-of-way, well drilling pad]. Accounting for the *conversion sources* from such small “inclusions” within a larger *SFI* certified forest may be impracticable. In order to meet the spirit and intent of Performance Measure 1.3, *Program Participants* should make reasonable efforts to separate *conversion sources* from *certified forest content* where the volume of *conversion sources* is more than a minimal amount [e.g., 1 percent of the harvested volume].

5. SFI 2015-2019 FOREST MANAGEMENT STANDARD OBJECTIVE 2: PROHIBITED CHEMICALS

The intent of Performance Measure 2.2 is to *minimize* the chemical use required to achieve management *objectives* while ensuring the protection of employees, the public and the environment, including *wildlife* and *aquatic habitats*. To ensure these results are achieved, the use of forest management pesticides must follow federal, state and local laws; follow the label instructions, and be implemented with proper equipment and training. Furthermore, pesticides, such as chlorinated hydrocarbons whose derivatives remain biologically active beyond their intended use, as well as pesticides banned by international agreement, are prohibited for use by *Program Participants*. This last requirement is addressed by Indicators 2.2.4 and 2.2.5.

Indicator 2.2.4:

The World Health Organization (WHO) type 1A and 1B pesticides shall be prohibited, except where no other viable alternative is available.

It is the responsibility of the *Program Participant* to ensure that any chemical use in forest management avoids the use of chemicals on the WHO type 1A and 1B list of prohibited chemicals. In the rare exception where a *Program Participant* believes a variance on the prohibition on the use of a WHO type 1A and 1B chemical is warranted, the *Program Participant* will submit their rationale to their *certification body* for approval. The *certification body* will then monitor the chemical usage approved under this variance, should this variance be approved.

The WHO type 1A and 1B list of prohibited chemicals is at: http://www.who.int/ipcs/publications/pesticides_hazard_2009.pdf.

Indicator 2.2.5:

Use of pesticides banned under the Stockholm Convention on Persistent Organic Pollutants (2001) shall be prohibited.

It is the responsibility of the *Program Participant* to ensure that any chemical use in forest management complies with the ban on the use of chemicals under the Stockholm Convention on Persistent Organic Pollutants (2001). There is no option of a variance for the use of chemicals banned under the Stockholm Convention (2001).

The list of chemicals banned under the Stockholm Convention on Persistent Organic Pollutants is at: <http://chm.pops.int/TheConvention/ThePOPs/tabid/673/Default.aspx>.

6. SFI 2015-2019 FOREST MANAGEMENT STANDARD

OBJECTIVE 4: CONSERVATION OF BIOLOGICAL DIVERSITY

6.1 Forests with Exceptional Conservation Value

Objective 4 of the *SFI 2015-2019 Forest Management Standard* extends the *biodiversity* requirements to *Forests with Exceptional Conservation Value* (FECV).

Indicator 4.2.2:

Program to locate and protect known sites of flora and fauna associated with viable occurrences of *critically imperiled* and *imperiled* species and communities also known as *Forests with Exceptional Conservation Value*. Plans for *protection* may be developed independently or collaboratively, and may include *Program Participant* management, cooperation with other stakeholders, or use of easements, *conservation* land sales, exchanges, or other *conservation* strategies.

Definition of *Forests with Exceptional Conservation Value*: *critically imperiled* (G1) and *imperiled* (G2) species and ecological communities.

Critically imperiled: A plant or animal or community, often referred to as G1, that is globally extremely rare or, because of some factor(s), especially vulnerable to extinction. Typically, five or fewer occurrences or populations remain, or very few individuals (<1,000), acres (<2,000 acres or 809 hectares), or linear miles (<10 miles or 16 kilometers) exist.

Imperiled: A plant or animal or community, often referred to as G2, that is globally rare or, because of some factor(s), is very vulnerable to extinction or elimination. Typically, six to 20 occurrences, or few remaining individuals (1,000 to 3,000), or acres (2,000 to 10,000 acres or 809 to 4047 hectares), or linear miles (10 to 50 miles or 16 to 80.5 kilometers) exist.

In the United States and Canada, *SFI Program Participants* can use the NatureServe database to identify species and communities for *protection*. Learn more about NatureServe *Conservation Status Assessments* at <http://www.natureserve.org/biodiversity-science/publications>.

6.1.1 NatureServe Resources for Global and Occurrence Ranks

Identification and *protection* of *critically imperiled* and *imperiled* species and communities is a step-wise process. First, NatureServe determines the global rank, which reflects the rarity/imperilment of the species or community. Then it assesses the estimated viability, or probability of persistence, of particular occurrences of *critically imperiled* and *imperiled* species and communities. A viable species or community is one that is of sufficient quality to likely survive *long term*. Clearly, little conservation benefit is gained unless protected occurrences have a good likelihood of *long-term* survival. NatureServe inventory and *conservation* activities focus on locating, maintaining records on, and working with partners to conserve viable occurrences of *conservation* elements. NatureServe/Natural Heritage Programs rank viability of element occurrences (community or species) using standard methodologies to yield an element occurrence ranking. A standard set of Element Occurrence Rank Specifications is developed and maintained for each element, and then applied against individual occurrences of the element.

The basic element occurrence ranks are:

A:	Excellent estimated viability
B:	Good estimated viability
C:	Fair estimated viability
D:	Poor estimated viability
E:	Verified extant (viability not assessed)
H:	Historical
F:	Failed to find
X:	Extirpated

The *SFI 2015-2019 Forest Management Standard* requires that *Program Participants* have “plans to locate and protect known sites associated with viable occurrences of *critically imperiled* and *imperiled* species and communities.”

Under the *SFI 2015-2019 Forest Management Standard*, occurrences of *critically imperiled* and *imperiled* species and communities ranked as A and B are to be protected. C-ranked occurrences should be reviewed and addressed on a case-by-case basis. If they have greater potential to be viable (C+), they should be protected. If there is less potential for viability (C-), they are to be managed at the *Program Participant's* discretion.

Element occurrences with poor estimated viability (D) would not be protected under the *SFI 2015-2015 Forest Management Standard*. A D rank might result because the acreage of a community or the population of a species is too small, the quality is very low, and/or the ecological processes required to maintain the occurrence are fundamentally altered and un-restorable. E-ranked occurrences (viability not assessed) should be presumed viable and protected until assessed and determined to be of C- or D quality. Occurrences ranked F are not covered under the *SFI 2015-2015 Forest Management Standard* since only known occurrences are included. Historical (H) and extirpated (X) occurrences are clearly nonviable, and no protection activity is warranted.

In determining the viability and potential to protect occurrences, *Program Participants* are encouraged to seek additional information on occurrence ranking from NatureServe (www.natureserve.org/biodiversity-science/publications) and/or to collaborate with qualified *conservation* experts.

6.2 Occurrence Quality

The following material provides additional information on the standards and methodologies employed by NatureServe in determining the quality or viability of occurrences.

For an ecological assessment, scientists and managers want to know if each occurrence is of sufficient quality, or feasibly restorable, before including it in management planning. With adequate information, ecologists evaluate and rate the quality of element occurrences using criteria grouped into three categories: size, condition, and *landscape* context.

Characterizing the quality of an occurrence provides the basis for assessing stresses — the degradation or impairment — of element occurrences at a given site. To assess the quality of element occurrences, ecologists must identify the key ecological factors (ecological processes, population abundance, disturbance regimes, composition and structure, etc.) that support them. Once these are identified, it is possible to describe their expected ranges of variation and assess whether the on-site factors are within those ranges or requires significant effort to be maintained or restored to its desired status.

Key ecological factors vary by element type, but all are grouped into three categories of size, condition and *landscape* context. Each of these three categories is reviewed and ranked for each occurrence as A (excellent), B (good), C (fair) and D (poor). The break between C and D establishes a minimum quality threshold for occurrences. Occurrences ranked D are typically presumed to be beyond practical consideration for ecological restoration. In subsequent management planning, these ranks and underlying criteria aid in focusing *conservation* activities and measure progress toward local *conservation* objectives.

Definitions of these categories are:

Size is a measure of the area or abundance of the *conservation* element's occurrence. It may simply be a measure of the occurrence's patch size or geographic coverage, and it may also include an estimate of sub-population size or density. Minimum dynamic area, one aspect of size, is the area needed to ensure survival or re-establishment of a population or community after natural disturbance.

Condition is an integrated measure of the composition, structure and biotic interactions that characterize the occurrence. This includes factors such as reproduction, age structure, biological composition (e.g., presence of *native* versus *invasive exotic plants and animals*; presence of characteristic patch types), physical and spatial structure (e.g., canopy, understory and groundcover; spatial distribution and juxtaposition of patch types or seral stages in an ecological system), and biotic interactions that directly involve the element (e.g., competition and disease).

Landscape context measures two factors: the dominant environmental regimes and processes that establish and maintain the element occurrence, and connectivity. Dominant environmental regimes include hydrologic and water chemistry regimes (surface and groundwater), geomorphic processes, climatic regimes (temperature and precipitation), fire regimes, and natural disturbances. Connectivity includes such factors as species elements having access to *habitats* and resources needed for lifecycle completion, fragmentation of ecological communities and systems, and the ability of any element to respond to environmental change through dispersal, migration, or re-colonization. Criteria for ranking ecological communities vary by type. In many instances, criteria are developed for ecological systems, then modified (mostly with size attributes) for application to occurrences of individual rare plant associations that may occur among the more broadly defined ecological system.

6.3 Guidance on Incorporation of Ecosystems in the *SFI 2015-2019 Forest Management Standard*

In the *SFI 2015-2019 Forest Management Standard*, the term "ecosystem" or "ecosystems" is referenced in several different *objectives* and *indicators*, yet guidance on how the concept of ecosystems should be integrated into *sustainable forestry* is lacking. Ecosystems represent the integration of biotic (e.g., plants, animals) and abiotic (e.g., soils, water) elements of the environment. In the context of *sustainable forestry* key components of ecosystems include: 1) forest composition; 2) forest structure; 3) connectivity across *landscapes*; and 4) how ecological processes like competition, nutrient cycling, or herbivory influence the sustainability of forest ecosystems.

Sustainable forestry is based on applying management at multiple scales with most *SFI Program Participants* operating at *stand* to *landscape* scales. The guidance provided is not a template for

ecosystem management. Rather, currently accepted *SFI* definitions and approved elements of the *SFI 2015-2019 Forest Management Standard* are relied on to demonstrate how ecosystems are an integral component of sustainable forest management. The guidance is consistent with the four aforementioned components of ecosystems: 1) forest composition, 2) forest structure, 3) connectivity, and 4) ecological processes.

Integrating the Biotic and Abiotic Elements of the Environment

The combination of *forest cover type* and soils maps, supplemented by non-timber information like *non-forested wetlands* and *Forests with Exception Conservation Values (FECV)*, provide the foundation for *landscape* scale mapping and planning that incorporates ecosystems into sustainable forest management for *Program Participants*.

Program Participants are required to have a *land classification* system (Indicator 1.1.1c), soils inventory and maps, where available (Indicator 1.1.1e, Performance Measure 2.3), up-to-date maps or a *geographic information system* (Indicator 1.1.1g), and information on non-timber resources (Indicators 1.1.1i, 3.2.2, 3.2.3, 4.1.6, 4.2.2, 4.2.3) as part of their forest planning processes. *Program Participants* also are required to integrate biotic and abiotic elements in forest conversion decisions (Indicator 1.2.2b), forest regeneration (Performance Measure 2.1), and during implementation of forest *protection* activities (Performance Measure 2.4). Additionally, the *conservation of biological diversity* inherently integrates the biotic and abiotic elements of the environment through the accounting of *wildlife habitats* (Indicators 4.1.1, 4.1.2, 4.1.5), ecological community types (Indicators 4.1.1, 4.2.2, Performance Measure 4.3), *native biological diversity* (Indicator 4.1.1), and *Forests with Exceptional Conservation Value* (Indicator 4.2.2, Performance Measure 4.4).

Forest Composition

Forest composition is closely linked to abiotic factors like soil, microclimate, and moisture availability. Forest managers tend to think of composition at three levels: 1) *forest health and productivity* (e.g., high growth rates, drought resistant, disease resistance) of planting or regeneration stock (the “genetic” level”); 2) *stand* level considerations including tree species composition, management of competing vegetation, and structural retention practices (Indicator 4.1.2); and 3) *landscape* scale considerations (across ownerships or across multiple ownerships — Indicators 4.1.3, 4.1.4) in terms of *forest cover types* or other land cover classes.

Forest Structure

Within forest *stands*, structure refers to a number of characteristics, including the physical arrangement of trees, snags, and down woody debris. Within a *stand* and depending on the situation, *Program Participants* have criteria for the desired forest composition (Performance Measure 2.1), tree stocking (Indicator 2.1.2), size distributions (Indicator 1.1.1a, 1.1.1h), retention of *habitat* elements (Indicator 4.1.2), and *protection of special sites* (Indicators 4.1.5, 4.1.6, Performance Measure 4.3, Objective 6). At larger scales, like multiple forest *stands*, forest structure is often based on differences in size/density or stand age (in even-aged management systems), as

portrayed by a *land classification* system (Indicator 4.1.3). This *land classification* system often includes information on *riparian zones* and the locations of *special sites* and *wetlands* (Indicators 3.2.2, 3.2.3). At even larger scales (e.g., *landscapes*), forest managers tend to portray the diversity of size, density, or age classes in management blocks, across entire ownerships, or in some instances across multiple ownerships (Indicator 4.1.3).

Connectivity

Integration of connectivity into sustainable forest management occurs through protection of *riparian zones* (Performance Measure 3.2), provision of diverse *forest cover types* and structures (Indicators 4.1.2, 4.1.3), and *protection* of other ecologically important sites (Indicators 4.1.5, 4.1.6; Performance Measure 4.3; Objective 6). Connectivity can be assessed at multiple scales and can be thought of as structural or functional. As the labels imply, structural connectivity refers to *forest cover types* or habitats physically touching, providing the ability of genes and species to move through the managed forest *landscape*. Functional connectivity refers to *forest cover types* or *habitats* that are not physically touching but are arranged in a *landscape* such that genes and species can move. The *SFI 2015-2019 Forest Management Standard* contains *indicators* that both directly and indirectly influence connectivity via requirements for prompt forest *reforestation* (Performance Measure 2.1), limitations on clearcut harvest area sizes (Indicator 5.2.1), limitations on forest *conversion* (Performance Measures 1.2, 1.3), the *protection of riparian zones* (Performance Measure 3.2), non-forested areas, and other ecological sites (Indicators 4.1.5; 4.1.6; Performance Measure 4.3), and through aesthetic considerations (Objective 5). In certain situations, some *Program Participants* may explicitly identify species of *conservation* concern that warrant direct assessments of connectivity (Performance Measure 4.2).

Ecological Processes

Ecological processes help sustain forest composition, structure, and connectivity. The *SFI 2015-2019 Forest Management Standard* explicitly recognizes numerous ecological processes that are important to *sustainable forestry*, including forest *reforestation* (Performance Measure 2.1), *forest health* (Performance Measure 2.4), hydrological function (Objective 3), and consideration of the role of natural disturbances (Indicator 4.1.8). In many certified forest *landscapes*, the ecological processes that sustain composition and structure are influenced by active or passive management activities including harvesting, *reforestation*, and maintenance or enhancement of *biological diversity* and *wildlife habitat*.

7. SFI 2015-2019 FOREST MANAGEMENT STANDARD - OBJECTIVE 4: WILDLIFE HABITAT DIVERSITY, SIGNIFICANT SPECIES OF CONCERN, AND INVASIVE EXOTIC PLANTS AND ANIMALS

Objective 4 in the *SFI 2015-2019 Forest Management Standard* includes *performance measures* and *indicators* for *conservation of biological diversity*. Additional information is provided here for *wildlife habitat* diversity, significant species of concern and *invasive exotic plants and animals*.

7.1 Wildlife Habitat Diversity

Performance Measure 4.1 in the *SFI 2015-2019 Forest Management Standard* includes programs to incorporate *conservation of biological diversity* and to recognize the value of a diversity of *habitats* to support fish and *wildlife habitats*. Early successional forest stages, for example, are particularly lacking in certain regions of the U.S. and Canada, and managing for them can aid in preventing the decline of species dependent on them (e.g., ruffed grouse). Historically, fires and other natural disturbances created forest openings and the types of *habitat* needed by these early succession forest dependent species. As forests across the *landscape* mature, this type of *habitat* declines in abundance. However, it can easily be created by proper selection of harvesting methods including clearcutting and the use of prescribed fire.

7.2 Significant Species of Concern

Indicator 4.1.5 requires a *program* to address *conservation* of known sites with viable occurrences of significant species of concern.

The intent of Indicator 4.1.5 is for *Program Participants* to [1] evaluate *conservation* of species or communities that are not state, provincially or federally threatened or endangered or ranked G1 or G2; [2] select appropriate species of concern that are significant; and [3] incorporate *conservation* actions for the selected species into management.

It is recognized that lists of “special concern species,” “rare species,” “species of greatest *conservation* need,” or similarly described lists have been published by state/provincial or federal agencies or others. It is not the intent of this indicator to imply that any particular species on such lists become a requirement under this indicator, rather that such lists may serve as a source of information on potential significant species of concern.

When determining whether or not a species is significant, a *Program Participant* may consider rarity, regional importance, and sensitivity to, or reliance upon, forest management activities. Resources for determining rarity may include NatureServe G or S ranks, International Union for Conservation of Nature Red List and federal, provincial or state lists. Resources for determining regional importance may include The Nature Conservancy Eco-regional Plans, State Wildlife Action Plans or other credible *conservation* plans.

The intent is for *conservation* to occur on *Program Participants’* lands. *Program Participants* are not required to survey to determine known sites. Occurrence information can be drawn from NatureServe, state/provincial natural resource agencies, Conservation Data Centre and other eco-regional mapping efforts.

7.3 Invasive Exotic Plants and Animals

Indicator 4.1.7 addresses *invasive exotic plants and animals*.

According to the U.S. Department of Agriculture Animal and Plant Health Inspection Service, *invasive exotic plants and animals* are “any species, including its seeds, eggs, spores, or other biological material capable of propagating that species, that is not native to that

ecosystem, whose introduction does or is likely to cause economic or environmental harm or harm to human health.” Examples would include the gypsy moth and kudzu, but not the barred owl.

SFI Program Participants should become knowledgeable about *invasive exotic plants and animals* within their area of operation. The expectation is that they will participate in cooperative efforts by others (e.g., government agencies or non-government environmental organizations) and work proactively within their own programs (e.g., erosion control or seed selection for *wildlife* plots) to limit the introduction, impact, and spread of *invasive exotic plants and animals*. Indicator 4.1.7 does not require *SFI Program Participants* to eliminate *invasive exotic plants and animals* on their land. In some places *invasive exotic plants and animals* are well established and eradication by the *SFI Program Participants* is unrealistic.

Experts in this area believe the most effective means of addressing *invasive exotic plants and animals* include:

- awareness building;
- monitoring;
- preventing new introductions; and
- eliminating new occurrences.

SFI Program Participants should emphasize these as priorities in their programs. Forest practices that reduce the abundance of *invasive exotic plants and animals* are preferred if they can be addressed within the context of the *SFI Program Participant’s* overall management objectives.

8. SFI 2015-2019 FOREST MANAGEMENT STANDARD – OBJECTIVE 8: INDIGENOUS PEOPLES’ RIGHTS

8.1 Aboriginal Title

SFI 2015-2019 Forest Management Standard Performance Measure 8.1 requires that *Program Participants* recognize and respect *Indigenous Peoples’* rights. Additionally, Objective 9 requires *Program Participants* to comply with all applicable federal, provincial/state laws and regulations.

On June 26, 2014 the Supreme Court of Canada provided a significant ruling on the occurrence of Aboriginal title in Canada (*Tsilhqot’in Nation v. British Columbia*, 2014 SCC 44). The *Tsilhqot’in* decision is significant as it recognizes “Aboriginal title” over 1,900 km² of *Tsilhqot’in* territory establishing what is a new form of land tenure in Canada. This decision will have implications for Canadian *Program Participants* as First Nations legally establish “Aboriginal title” on territories that are currently non-treaty lands.

With this legal precedent in place, *Program Participants* must ensure they are in compliance with all applicable laws including recent court decisions that bear on forest management and land tenure. Certified *Program Participants* operating in non-treaty areas of Canada over which “Aboriginal title” claims are made should be aware of the recent Supreme Court of Canada decision (*Tsilhqot’in Nation v. British Columbia*, 2014 SCC 44) and the tests for and content of “Aboriginal title” to land.

9. SFI 2015-2019 FIBER SOURCING STANDARD - OBJECTIVE 2: BEST MANAGEMENT PRACTICES

Objective 2 of the *SFI 2015-2019 Fiber Sourcing Standard* calls for adherence to *best management practices*: “To monitor the use of *best management practices* to protect water quality.”

The use of *best management practices* to protect water quality is a critical component of sustainable forest management and is emphasized in the *SFI 2015-2019 Fiber Sourcing Standard* with requirements for on-the-ground management, monitoring, training and research. The *SFI 2015-2019 Fiber Sourcing Standard* strengthened requirements for *best management practices* application with a new indicator:

“2.1.2 Use of written agreements for the purchase of raw material sourced directly from the forest is required and must include provisions requiring the use of *best management practices*.”

While it is not practical to have auditing requirements that go beyond reviewing *Program Participants*’ contracts for purchasing raw material from their suppliers to ensure they do require the use of *best management practices*, this new indicator will further highlight the importance of *best management practices* and their use by all suppliers throughout the supply stream.

10. SFI 2015-2019 FIBER SOURCING STANDARD - OBJECTIVE 11: BIODIVERSITY HOTSPOTS AND HIGH-BIODIVERSITY WILDERNESS AREAS

Objective 11 of the *SFI 2015-2019 Fiber Sourcing Standard* calls for *fiber sourcing policies* that promote *conservation* of forests and *biodiversity* in areas outside of the United States and Canada identified as *biodiversity hotspots* and *high-biodiversity wilderness areas*.

Objective 11. To promote the *conservation* of *biological diversity*, *biodiversity hotspots* and *high-biodiversity wilderness areas* in *fiber sourcing programs*.

Performance Measure 11.1. *Program Participants* shall ensure that their *fiber sourcing programs* support the *principles of sustainable forestry*, including efforts to promote *conservation of biological diversity*.

Indicator:

1. *Fiber sourcing* from areas outside the United States and Canada promotes *conservation of biological diversity*, utilizing information from the following sources:
 - a. *biodiversity hotspots* and *high-biodiversity wilderness areas* as identified by Conservation International; and
 - b. rare species and *habitat* information derived from organizations such as the World Resources Institute, *Alliance for Zero Extinction*, World Wildlife Fund, International Union for Conservation of Nature, and NatureServe.

This document provides additional information drawn from the World Resources Institute, Conservation International, *Alliance for Zero*

Extinction, World Wildlife Fund, International Union for Conservation of Nature and NatureServe to aid *SFI Program Participants* in implementing these requirements.

Areas identified by any of these organizations may be wholly or partially within the United States and Canada. For the purposes of the *SFI 2015-2019 Forest Management Standard*, these areas are addressed by NatureServe or equivalent processes to identify *critically imperiled* and *imperiled* species and communities in North America [see earlier section regarding Objective 4 in the *SFI 2015-2019 Forest Management Standard: Conservation of Biological Diversity*].

Compliance with the *SFI 2015-2019 Fiber Sourcing Standard* does not mean that that *Program Participants* must cease all raw material or procurement activities from all forests within these areas. Rather, the emphasis is on seeking assurance that fiber and logs are secured from areas harvested legally, and avoiding actions that serve to cause or encourage further destruction of remaining original primary vegetation. To this end, *Program Participants* procuring fiber from within identified areas of high *biodiversity* should be aware of the designation and work to avoid actions that may detrimentally affect those *habitats*. Working to increasingly meet fiber and wood production needs from plantations and managed forests enhances efforts to protect remaining biologically diverse *habitats*. *Program Participants* can work with *conservation* organizations, government entities and others to provide additional guidance on aligning business and *conservation* objectives within these regions.

10.1 Biodiversity Hotspots and High-Biodiversity Wilderness Areas

Since 2002, the *SFI program* has relied on Conservation International’s definitions of *biodiversity hotspots* and *high-biodiversity wilderness areas* (formerly major tropical wilderness areas) to identify areas of potential concern for *Program Participants* who source fiber from overseas. Conservation International (www.conservation.org) seeks to empower societies to responsibly and sustainably care for nature for the well-being of humanity through a strong foundation of science, partnership and field demonstration. Conservation International maintains a list of global priority areas with exceptional biological value, and works to protect them.

10.1.1 Biodiversity Hotspots

The *biodiversity hotspots* hold especially high numbers of endemic species, yet their combined area of remaining *habitat* covers only 2.3 percent of the Earth’s land surface. Each hotspot faces extreme threats and has already lost at least 70 percent of its original natural vegetation. Over 50 percent of the world’s plant species and 42 percent of all terrestrial vertebrate species are endemic to the 34 *biodiversity hotspots*.

Africa and Madagascar

CAPE FLORISTIC REGION

Evergreen fire-dependent shrublands characterize the *landscape* of the Cape Floristic Region.

COASTAL FORESTS OF EASTERN AFRICA

Though tiny and fragmented, the forest remnants that make up the Coastal Forests of Eastern Africa contain remarkable levels of *biodiversity*.

EASTERN AFROMONTANE

The mountains of the Eastern Afromontane hotspot are scattered along the eastern edge of Africa, from Saudi Arabia in the north to Zimbabwe in the south.

GUINEAN FORESTS OF WESTERN AFRICA

The lowland forests of West Africa are home to more than a quarter of Africa's mammals, including more than 20 species of primates.

HORN OF AFRICA

The arid Horn of Africa has been a renowned source of biological resources for thousands of years.

MADAGASCAR & THE INDIAN OCEAN ISLANDS

Madagascar and its neighboring island groups have an astounding total of eight plant families, four bird families, and five primate families that live nowhere else on Earth.

MAPUTALAND-PONDOLAND-ALBANY

Maputaland-Pondoland-Albany, which stretches along the east coast of southern Africa below the Great Escarpment, is an important center of plant endemism.

SUCCULENT KAROO

The Succulent Karoo of South Africa and Namibia boasts the richest succulent flora on earth, as well as remarkable endemism in plants.

Asia-Pacific

EAST MELANESIAN ISLANDS

Once largely intact, the 1,600 East Melanesian Islands are now a hotspot due, sadly, to accelerating levels of *habitat* loss.

HIMALAYA

The Himalaya Hotspot is home to the world's highest mountains, including Mount Everest.

INDO-BURMA

Encompassing more than two million square kilometers of tropical Asia, Indo-Burma is still revealing its biological treasures.

JAPAN

The islands that make up the Japanese Archipelago stretch from the humid subtropics in the south to the boreal zone in the north, resulting in a wide variety of climates and ecosystems.

MOUNTAINS OF SOUTHWEST CHINA

With dramatic variations in climate and topography, the Mountains of Southwest China support a wide array of *habitats* including the most endemic-rich temperate flora in the world.

NEW CALEDONIA

An island the size of New Jersey in the South Pacific Ocean, New Caledonia is the home of no less than five endemic plant families.

NEW ZEALAND

A mountainous archipelago once dominated by temperate rainforests, New Zealand harbors extraordinary levels of endemic species.

PHILIPPINES

More than 7,100 islands fall within the borders of the Philippines hotspot, identified as one of the world's biologically richest countries.

POLYNESIA-MICRONESIA

Comprising 4,500 islands stretched across the southern Pacific Ocean, the Polynesia-Micronesia hotspot is the epicenter of the current global extinction crisis.

SOUTHWEST AUSTRALIA

The forest, woodlands, shrublands and heath of Southwest Australia are characterized by high endemism among plants and reptiles.

SUNDALAND

The spectacular flora and fauna of the Sundaland Hotspot are succumbing to the explosive growth of industrial *forestry* in these islands.

WALLACEA

The flora and fauna of Wallacea are so varied that every island in this hotspot needs secure protected areas to preserve the region's *biodiversity*.

WESTERN GHATS & SRI LANKA

Faced with tremendous population pressure, the forests of the Western Ghats and Sri Lanka have been dramatically impacted by the demands for timber and agricultural land.

Europe and Central Asia

CAUCASUS

The deserts, savannas, arid woodlands and forests that comprise the Caucasus hotspot contain a large number of endemic plant species.

IRANO-ANATOLIAN

Forming a natural barrier between the Mediterranean Basin and the dry plateaus of Western Asia, the mountains and basins that make up the Irano-Anatolian Hotspot contain many centers of local endemism.

MEDITERRANEAN BASIN

The flora of the Mediterranean Basin is dramatic. Its 22,500 endemic vascular plant species are more than four times the number found in all the rest of Europe.

MOUNTAINS OF CENTRAL ASIA

Comprising two of Asia's major mountain ranges, the Mountains of Central Asia were known to early Persians as the "roof of the world."

North and Central America

CALIFORNIA FLORISTIC PROVINCE

The California Floristic Province is a zone of Mediterranean-type climate and has the high levels of plant endemism characteristic of these regions.

CARIBBEAN ISLANDS

The Caribbean Islands support exceptionally diverse ecosystems, ranging from montane cloud forests to cactus scrublands, which have been devastated by deforestation and encroachment.

MADREAN PINE-OAK WOODLANDS

Encompassing Mexico's main mountain chains, and isolated mountaintop islands in Baja California and the southern United States, the Madrean Pine-Oak Woodlands is an area of rugged mountainous terrain, high relief and deep canyons.

MESOAMERICA

The Mesoamerican forests are the third largest among the world's hotspots. Their spectacular endemic species include quetzals, howler monkeys and 17,000 plant species.

South America

ATLANTIC FOREST

The Atlantic Forest of tropical South America boasts 20,000 plant species, 40 percent of which are endemic.

CERRADO

The Cerrado region of Brazil, comprising 21 percent of the country, is the most extensive woodland-savanna in South America.

CHILEAN WINTER RAINFALL-VALDIVIAN FOREST

A virtual continental island bounded by the Pacific Ocean,

the Andes Mountains and the Atacama Desert, the Chilean Winter Rainfall-Valdivian Forest harbors richly endemic flora and fauna.

TROPICAL ANDES

The richest and most diverse region on Earth, the Tropical Andes region contains about a sixth of all plant life in less than one percent of the world's land area.

TUMBES-CHOCÓ-MAGDALENA

Tumbes-Chocó-Magdalena is bordered by two other hotspots: Mesoamerica to the north and the Tropical Andes to the east.

10.1.2 High-Biodiversity Wilderness Areas

High-biodiversity wilderness areas are areas where the vegetation is still over 70 percent intact.

Amazonia

Spanning nine South American countries, the Amazonia wilderness is unlike any other, supporting more than 40,000 species of plants, with three-quarters of them found nowhere else.

Congo Basin

Seven African nations share the second-largest expanse of tropical wilderness in the world. Unlike other *landscapes* in the region, a great portion of the remote Congo Basin forests have remained intact.

New Guinea

The world's biggest tropical island and its outlying islands contain the largest remaining wilderness in the entire Asia-Pacific. New Guinea and its neighbors are home to thousands of species known to science, and possibly many yet to be discovered.

North American Deserts

This arid, mostly desert region covering northern Mexico and the southwestern United States contains more unique species than any other desert on the planet, including the majority of all known cactus species.

Miombo-Mopane Woodlands and Savannas of Southern Africa

Quite possibly the single largest block of dry woodlands in the world, this wilderness region stretches across 10 countries, supporting large numbers of *wildlife* and people who depend on its natural resources.

10.2 Resources for the Conservation of Biological Diversity

The following table provides information on each organization referenced in Indicator 11.1.1.b in the *SFI 2015-2019 Fiber Sourcing Standard*. This information is intended to provide background information on each resource and internet links are provided for further details.

The following table provides information on each organization referenced in Indicator 11.1.1.b in the *SFI 2015-2019 Fiber Sourcing Standard*. This information is intended to provide background information on each resource and internet links are provided for further details.

Organization and website	Overview of organization and goals	How sites are classified	For more information
Alliance for Zero Extinction (AZE) (http://www.zeroextinction.org)	AZE is a joint global initiative of 52 <i>biodiversity conservation</i> organizations, aimed to prevent extinctions by identifying and safeguarding key sites where species are in imminent danger of disappearing. Its goal is to create a front line of defense against extinction by eliminating threats and restoring <i>habitat</i> to allow species populations to rebound. The purpose of the Alliance is to identify sites in most urgent need of <i>conservation</i>, and to act together to prevent species extinctions.	AZE has identified the last remaining sites for the world's most highly threatened species, 93 percent of which are threatened primarily by <i>habitat</i> destruction. The data gathering process was performed over a period of many months with input from regional experts, as well as experts in the five AZE taxa (mammals, birds, reptiles, amphibians and conifers) from around the world. The data was verified using existing databases such as the IUCN Red List, BirdLife International's global database, and the Global Amphibian Assessment. AZE scientists, working in collaboration with an international network of experts, have so far identified 595 such sites that must be effectively protected to prevent the extinction of 794 of the world's most threatened species including mammals, birds, some reptiles (crocodilians, iguanas, turtles and tortoises), amphibians and conifers (many sites have more than one AZE "trigger species" confined to them). Additionally, AZE uses the following criteria to identify priority sites (a site must meet all three to qualify): Endangerment, Irreplaceability, and Discreteness.	The <i>Alliance for Zero Extinction</i> has released an updated set of sites, coinciding with the 2010 meeting of the parties on the Convention on Biological Diversity in Nagoya, Japan

Organization and website	Overview of organization and goals	How sites are classified	For more information
International Union for the Conservation of Biodiversity (IUCN) (http://www.iucn.org/what/biodiversity/)	IUCN's work on <i>biodiversity</i> includes comprehensive research on the status of <i>biodiversity</i> and thousands of individual animal and plant species; action to protect specific species; managing and restoring natural areas, national parks and other protected areas; and promoting the sustainable use of natural resources. IUCN also provides the knowledge, standards and tools for <i>biodiversity conservation</i> for governments, community organizations, the United Nations and business. The IUCN Species Programme, working with the IUCN Species Survival Commission, has for more than four decades been assessing the <i>conservation</i> status of species, subspecies, varieties and even selected subpopulations on a global scale in order to highlight taxa threatened with extinction, and therefore promote their <i>conservation</i>.	The IUCN Red List of Threatened Species™ provides taxonomic, <i>conservation</i> status and distribution information on plants and animals that have been globally evaluated using the IUCN Red List Categories and Criteria. The main purpose of the IUCN Red List is to catalog and highlight those plants and animals that are facing a higher risk of global extinction (i.e., those listed as Critically Endangered, Endangered and Vulnerable). The IUCN Red List also includes information on plants and animals that are categorized as Extinct or Extinct in the Wild; on taxa that cannot be evaluated because of insufficient information (i.e., are Data Deficient); and on plants and animals that are either close to meeting the threatened thresholds or that would be threatened were it not for an ongoing taxon-specific <i>conservation</i> programme (i.e., are Near Threatened).	Access the <i>conservation</i> status of species here: http://www.iucnredlist.org/ A how-to guide to the IUCN Red List: http://www.iucnredlist.org/documents/redlist_website_users_guide.pdf

Organization and website	Overview of organization and goals	How sites are classified	For more information
NatureServe (http://www.natureserve.org)	NatureServe is a non-profit conservation organization whose mission is to provide the scientific basis for effective conservation action. NatureServe and its network of natural heritage programs and conservation data centers are the leading source for information about rare and endangered species and threatened ecosystems. 2012-2016 Goals Biodiversity conservation is guided by increasingly high-quality and up-to-date scientific knowledge. Network effectiveness for building biodiversity knowledge is enhanced. NatureServe analyses and syntheses inform key societal challenges. Clients use NatureServe data, tools, and expertise to address their specific needs.	The data centers that make up the NatureServe network utilize the core methodology to answer three key questions: What species and ecosystems exist in a region? How are they doing (their condition and status), and which are priorities for conservation? Where precisely are they found? These questions are answered through a sequence of iterative steps: • Develop a list of the elements of biodiversity in a given jurisdiction, focusing on macroscopic species groups and ecological communities. • Assess the relative risk of extirpation or extinction of the elements to determine conservation status and set initial priorities for detailed inventory and protection. • Gather information from all available sources on priority elements and their known and possible locations, ecology, and management requirements. • Conduct field inventories for these elements and collect data about their location, condition, and conservation needs. • Process and manage the data collected, making use of standardized procedures. • Analyze the data with a view toward refining previous conclusions about element abundance or rarity, location, management needs, and other issues. • Provide information to interested parties so that it can be used to guide conservation, management planning, and other environmental decision-making.	Nature Serve Explorer Tool http://www.natureserve.org/conservation-tools/data-maps-tools/natureserve-explorer Nature Serve Methodology http://www.natureserve.org/conservation-tools/standards-methods/natureserve-core-methodology

Organization and website	Overview of organization and goals	How sites are classified	For more information
World Resources Institute (WRI) Intact Forest Landscapes (http://www.intactforests.org/)	An Intact Forest Landscape (IFL) is an unbroken expanse of natural ecosystems within the zone of current forest extent, showing no signs of significant human activity, and large enough that all <i>native biodiversity</i>, including viable populations of wide-ranging species, could be maintained. The IFL concept and its technical definition were introduced to help create, implement and monitor <i>policies</i> concerning the human impact on forest <i>landscapes</i> at the regional or country levels. The essence of the approach is to use high spatial resolution satellite information to establish the boundaries of large undeveloped forest areas, and use these boundaries as a baseline for monitoring. Developed by a group of non-governmental environmental organizations (Greenpeace, World Resources Institute, Global Forest Watch, Biodiversity Conservation Center, International Socio-Ecological Union, and Transparent World), the IFL concept, mapping and monitoring algorithms have been used both in regional and global forest monitoring projects and in scientific research.	An IFL is an unbroken expanse of natural ecosystems within the zone of current forest extent, showing no signs of significant human activity and large enough that all <i>native biodiversity</i>, including viable populations of wide-ranging species, could be maintained. Although all IFL are within the forest zone, some may contain extensive naturally tree-less areas, including grasslands, <i>wetlands</i>, lakes, alpine areas and ice. This definition builds on the definition of Frontier Forest developed by WRI (Bryant et al., 1997). Technically, an IFL is defined as a territory within today's global extent of forest cover which contains forest and non-forest ecosystems minimally influenced by human economic activity, with an area of at least 500 km² (50,000 ha) and a minimal width of 10 km (measured as the diameter of a circle that is entirely inscribed within the boundaries of the territory). Areas with evidence of certain types of human influence are considered disturbed, and consequently not eligible for inclusion, e.g., settlements, transportation infrastructure such as roads, railways, pipeline and power transmission lines; agriculture and timber production; industrial activities during the last 30 to 70 years, such as logging, mining, oil and gas exploration and extraction and peat extraction.	The global IFL map can be found here: http://www.intactforests.org/world.map.html

Organization and website	Overview of organization and goals	How sites are classified	For more information
World Wildlife Fund (WWF) (http://www.worldwildlife.org/science/ecoregions/global200.html)	WWF uses the best available scientific knowledge to preserve the diversity and abundance of life on Earth and the health of ecological systems, by: • protecting natural areas and wild populations of plants and animals, including endangered species; • promoting sustainable approaches to the use of renewable natural resources; and • promoting more efficient use of resources and energy and the maximum reduction of pollution WWF's Global 200 attempts to identify a set of ecoregions whose <i>conservation</i> would achieve the goal of saving a broad diversity of the Earth's ecosystems. These ecoregions include those with exceptional levels of <i>biodiversity</i>, such as high species richness or endemism, or those with unusual ecological or evolutionary phenomena. WWF, in collaboration with the National Geographic Society developed an interactive map and descriptions of the Global 200 available through a Wild World website.	WWF researchers analyzed global patterns of <i>biodiversity</i> to identify a set of the Earth's terrestrial, freshwater and marine ecoregions that harbor exceptional <i>biodiversity</i> and are representative of its ecosystems. They placed each of the Earth's ecoregions within a system of 30 biomes and biogeographic realms to facilitate a representation analysis. <i>Biodiversity</i> features were compared among ecoregions to assess their irreplaceability or distinctiveness. These features included species richness, endemic species, unusual higher taxa, unusual ecological or evolutionary phenomena, and the global rarity of <i>habitats</i>. This process yielded 238 ecoregions – the Global 200 – comprising 142 terrestrial, 53 freshwater and 43 marine priority ecoregions. Ecoregions were also assigned a <i>conservation</i> status, with those most at-risk assigned “critical” or “endangered.”	Global 200 maps can be found at (http://www.nationalgeographic.com/wildworld/) Descriptions of each Global 200 ecoregion: http://www.nationalgeographic.com/wildworld/profiles/g200_index.html WWF Wildfinder Tool: http://worldwildlife.org/science/wildfinder/

11. USE OF QUALIFIED LOGGING PROFESSIONALS AND CERTIFIED LOGGING PROFESSIONALS

11.1 Use of Qualified Logging Professionals

Logger training is a very effective tool in promoting sustainable forest management, and has been a key component of the *SFI program* since its inception. The *SFI 2015-2019 Forest Management Standard* strengthens requirements for logger training with revisions to *Indicators*, 11.1.5, 11.2.1 and 11.2.2 and the *SFI 2015-2019 Fiber Sourcing Standard* does the same with *Indicators* 3.1.1, 6.1.5, 6.2.1 and 6.2.2.

“*SFI 2015-2019 Fiber Sourcing Standard* indicator 3.1.1. *Program* to promote the use of *qualified logging professionals*, *certified logging professionals* [where available] and *qualified resource professionals*.”

“*SFI 2015-2019 Forest Management Standard* indicator 11.1.5 and *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.1.5 - *Program Participants* shall have written agreements for the use of *qualified logging professionals* and/or *certified logging professionals* [where available] and/or *wood producers* that have completed training programs and are recognized as *qualified logging professionals*.”

“*SFI 2015-2019 Forest Management Standard* indicator 11.2.1 and *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.2.1 - Participation in or support of *SFI Implementation Committees* to establish criteria and identify delivery mechanisms for *wood producer* training courses and periodic continuing education that address:

- a. awareness of *sustainable forestry principles* and the *SFI program*;
- b. *best management practices*, including streamside management and road construction, maintenance and retirement;
- c. *reforestation*, *invasive exotic plants and animals*, forest resource conservation, aesthetics and *special sites*;
- d. awareness of responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act, and other measures to protect *wildlife habitat* (e.g., *Forests with Exceptional Conservation Value*);
- e. awareness of rare forested natural communities as identified by provincial or state agencies, or by credible organizations such as NatureServe, The Nature Conservancy, etc.
- f. logging safety;
- g. U.S. Occupational Safety and Health Administration (OSHA) and Canadian Centre for Occupational Health and Safety (CCOHS) regulations, wage and hour rules, and other provincial, state and local employment laws;
- h. transportation issues;
- i. business management;
- j. public *policy* and outreach; and
- k. awareness of emerging technologies.

“*SFI 2015-2019 Forest Management Standard* indicator 11.2.2 and *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.2.2 - The *SIC*-approved *wood producers* training programs shall have a continuing education component with coursework that supports the current logger training programs, safety and the *principles of sustainable forestry*.”

Program is defined in the *SFI 2015-2019 Standards and Rules* as an organized system, process or set of activities to achieve an *objective* or *performance measure*.

SFI 2015-2019 Forest Management Standard Indicator 11.1.5 and *SFI 2015-2019 Fiber Sourcing Standard* Indicators 3.1.1 require *Program Participants* to develop a *program* for the purchase of their raw material from logging professionals who have completed training *programs*. The *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.1.5 says that *Program Participants* will use written agreements requiring the use of *qualified logging professionals*. They should strive to achieve 100 percent of their raw material deliveries from *qualified logging professionals*, or loggers in the process of completing a *SIC*-approved logger training *program*, with allowances for turnover in the logging workforce, availability, timing and length of training *programs*, *other wood suppliers* [defined as a person who or organization that infrequently supplies wood fiber on a small scale, such as farmers and small-scale land-clearing operators], and availability of *qualified logging professionals* locally. This goal for deliveries by *qualified logging professionals* also needs to recognize that catastrophic events (e.g., severe storms, wildfire, beetle epidemics) can result in large-scale salvage efforts over comparatively short periods of time, which can result in increased deliveries by untrained loggers. Where the *Program Participant* identifies a region where the availability of *qualified logging professionals* is not sufficient to meet the expectations of *SFI 2015-2019 Forest Management Standard* indicator 11.1.5 and *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.1.5, the *Program Participant* will develop a *program*, individually or collaboratively, to address this shortage.

11.2 Certified Logging Professionals

SFI Inc. recognizes the potential and value in promoting the use of *certified logging professionals*, and the *SFI 2015-2019 Forest Management Standard* Performance Measure 11.1 and the *SFI 2015-2019 Fiber Sourcing Standard* Performance Measures 3.1 and 6.1 encourages their use

“*SFI 2015-2019 Fiber Sourcing Standard* indicator 6.1.2 - List of *qualified logging professionals* and *certified logging professionals* and maintained by *Program Participant*, state or provincial agency, loggers’ association or other organization.”

“*SFI 2015-2019 Forest Management Standard* indicator 11.1.5 and *SFI 2015-2019 Fiber Sourcing Standard* Indicator 3.1.1 require *Program Participants* to develop a *program* for the purchase of their raw material from logging professionals who have completed training *programs*. The *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.1.5 says that *Program Participants* will use written agreements requiring the use of *qualified logging professionals*.”

Certified logging professional programs are not in widespread use. The *SFI 2015-2019 Standards and Rules* recognizes these limitations while encouraging their use by *Program Participants* where they are available and after consideration of other factors involved in developing contractual relationships. *Certified logging professionals* are those professionals who have completed *SFI Implementation Committee* approved training *programs* and who have also successfully completed and are members in good standing of a credible *certified logging professional program* recognized by the *SFI Implementation Committee*.

SFI Implementation Committees will review, when requested, *certified logging professional programs* to determine if they meet the criteria in *SFI 2015-2019 Forest Management Standard* indicator 11.2.3 and *SFI 2015-2019 Fiber Sourcing Standard* indicator 6.2.3. This process is identical to the one currently in use by *SFI Implementation Committees* for evaluating credible logger training *programs*.

Indicator 11.2.3 and Indicator 6.2.3. Participation in or support of *SFI Implementation Committees* to establish criteria for recognition of logger certification *programs*, where they exist, that include:

- a. completion of *SFI Implementation Committee* recognized logger training *programs* and meeting continuing education requirements of the training *program*;
- b. independent in-the-forest verification of conformance with the logger certification *program* standards;
- c. compliance with all applicable laws and regulations including responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act and other measures to protect *wildlife habitat*;
- d. use of *best management practices* to protect of water quality;
- e. logging safety;
- f. compliance with acceptable *silviculture* and utilization standards;
- g. aesthetic management techniques employed where applicable; and
- h. adherence to a management or harvest plan that is site specific and agreed to by the forest landowner.

12. ILLEGAL LOGGING

The *SFI program* has strong existing measures in the *SFI 2015-2019 Standards and Rules* to avoid sourcing fiber from *illegal logging*. These measures are reinforced by the *SFI Policy on Illegal Logging* (September 2008). These measures address the issue of *illegal logging* from sources within the United States and Canada and off-shore.

The United States Lacey Act, as amended May 22, 2008, makes it unlawful to import, export, transport, sell, receive, acquire, or purchase in interstate or foreign commerce any plant, with some limited exceptions, taken, possessed, transported or sold in violation of the laws of the United States, a State, an Indian tribe, or any foreign law that protects plants from removal or that regulates the removal of plants and products made from illegally removed plants. The European Union Timber Regulation (EUTR), applied since March 3, 2013, prohibits illegally harvested timber, or products derived from such timber, to be brought into the EU and creates due diligence obligations for operators who place timber and timber products on the EU market.

SFI 2015-2019 Fiber Sourcing Standard Objective 12 has the requirements for avoidance of *controversial sources* including *Illegal Logging* when sourcing from regions outside of the United States and Canada.

Performance Measure 12.1. *Program Participants* shall ensure that their *fiber sourcing programs* support the *principles of sustainable forestry*, including efforts to reduce the risk of *illegal logging*.

Indicator 12.1.1. Process to assess the risk that the *Program Participant's fiber sourcing program* could acquire material from *illegal logging* such as consulting information from the World Resources Institute Forest Legality Risk Tool, the World Bank Legal Rights Index, or Transparency International.

SFI 2015-2019 Forest Management Standard Objective 9 and *SFI 2015-2019 Fiber Sourcing Standard* Objective 4 requires legal and regulatory compliance with applicable federal, provincial, state and local laws and regulations.

SFI 2015-2019 Forest Management Standard **Performance Measure 9.1** and *SFI 2015-2019 Fiber Sourcing Standard* **Performance Measure 4.1.**

Program Participants shall comply with applicable federal, provincial, state and local *forestry* and related social and environmental laws and regulations and take appropriate steps to avoid *illegal logging*.

***SFI 2015-2019 Fiber Sourcing Standard* Indicator 4.1.4:** *Program* to assess the risk that the *Program Participants fiber sourcing program* could acquire material from *illegal logging* by considering some of the following:

- a. communications with suppliers;
- b. independent research;
- c. contract documentation; and
- d. maintain records.

The definition of *illegal logging* is intended to cover intentional violations, such as timber theft from areas that are precluded from logging, falsification of official documents, avoidance of harvest payments and duties, and deliberate removal of trees from the land without the legal right to do so. The definition is not intended to cover isolated occurrences of legal infractions such as unintentional trespass over a property line (for private ownership) or unit boundaries (for public ownership), violation of roadway laws, or minor contract disputes. As stated in *SFI 2015-2019 Forest Management Standard* Objective 9 and *SFI 2015-2019 Fiber Sourcing Standard* Objective 4, *Program Participants* are required to comply with applicable federal, provincial, state and local laws and regulations.

13. ILO CORE CONVENTIONS

SFI 2015-2019 Forest Management Standard Performance Measure 9.2 addresses differences in U.S. labor law and the ILO core conventions. Additional guidance is provided here for application of Performance Measure 9.2 for independent contractors and for *Program Participants*.

Application of *SFI 2015-2019 Forest Management Standard* Performance Measure 9.2 for independent contractors operating on lands owned or controlled by *Program Participants*:

- *Certification bodies* at the time of the audit will collect and review information the *Program Participant* has received from outside stakeholders with regards to concerns or conformance pertaining to independent contractor actions related to ILO Core Conventions 87, 98 and 111.
- Any information collected by the *certification bodies* during normal auditing times will be promptly submitted without contractor identifying information to the *Program Participant*, *SFI Inc.* and the *SFI ILO* Task Force. Information received will be reviewed every six months by the *SFI ILO* Task Force, which will develop recommendations to the *SFI Inc.* Board of Directors for resolution of any significant problems identified.
- *Indicator 9.2* shall only apply to the core conventions not fully covered by existing U.S. or Canadian law.
 - Right to Organise [No. 87]
 - Right to Organise and Collective Bargaining [No. 98]
 - Discrimination [111].

Application of *SFI 2015-2019 Forest Management Standard* Performance Measure 9.2 for *Program Participants* with respect to their employees operating on lands owned or controlled by *Program Participants*:

- *Certification bodies* at the time of the audit will collect and review information the *Program Participant* has received from outside stakeholders with regards to concerns or conformance pertaining to their employee relations with regards to ILO Core conventions 87, 98 and 111.
- Stakeholders may raise issues regarding conformance to indicator 9.2.2 through the inconsistent practices procedures outlined in the *SFI* Public Inquiries and Official Complaints [Section 11] requirements, part 3.
- All information collected through the inconsistent practices process will be reviewed every six months by the *SFI ILO* Task Force, which will develop recommendations to the *SFI Inc.* Board of Directors for resolution of any significant problems identified.
- *Indicator 9.2.2* shall only apply to the core conventions not fully covered by existing U.S. or Canadian law.
 - Right to Organise [No. 87]
 - Right to Organise and Collective Bargaining [No. 98]
 - Discrimination [111].
- In addition, any *ILO* related issue that is being addressed through a formal grievance process or before any of the agencies established by the U.S. National Labor Relations Act (NLRA), the appropriate provincial labour code or act, or the courts until those processes are completed, will not be subject to review, consideration or recommendations by the *SFI ILO* Task Force nor by the *SFI Inc.* Board of Directors.

Public forest landowners in states (Alabama, North Carolina and Virginia) that currently have laws prohibiting bargaining with their public employees shall be “grandfathered in” as meeting the requirements in indicator 9.2.2 but must still participate in the information gathering process with their *certification bodies* (for independent contractors) and the inconsistent practices process in part 8.4 of the Public Inquiries and Official Complaints [Section 11] requirements to aid in the resolution of any issues that may be identified.

14. SFI 2015-2019 CHAIN-OF-CUSTODY STANDARD AND SFI ON-PRODUCT LABEL USE

14.1 Defining the *Product Group*

SFI 2015-2019 Chain-of-Custody Standard at Part 3.2.1 and Appendix 1 allows an organization to define the *product group(s)* for which the certification percentage is calculated. The *product group* should be identified for specific products or groups of products. The organization should include in one *product group* only products that consist of the same raw material. For example, a printer could identify as a *product group* the paper usage for all inserts, order-forms, offset body, gravure body, and cover products being bound or stitched together into the final product of a magazine or catalog.

14.2 Exemption from Surveillance Audits

An *SFI* chain-of-custody certificate holder, can upon receiving approval from their certificate body, waive a surveillance audit if they have not sold any certified material since their last audit. The chain-of-custody certificate holder must sign a declaration for their *certification body* stating that no material has been sold as *SFI* certified since the last audit. The declaration must also include a commitment by the chain-of-custody certificate holder to contact the *certification body* as soon as they wish to sell *SFI* certified material. Certification bodies shall not waive more than two consecutive audits.

14.3 Exemption from *SFI* Chain of Custody

An organization (such as a warehouse or distribution center) that passes on *SFI* certified material/product does not need an *SFI* chain-of-custody system provided the *SFI* certified material/product is in its original packaging and the material/product is identified with an *SFI* chain-of-custody on-product label.

14.4 Eligibility of Credits – Volume Credit Method

An organization using the Volume Credit method can start counting all eligible credit after the completion of a successful internal audit of the chain-of-custody system and completion of a management review of the chain-of-custody system performance. Eligible credits can be accumulated up to 365 days prior to the initial registration audit. Accumulated credits can be utilized for the sale of products only after successful completion of the registration audit and receipt of the chain-of-custody certificate from their *certification body*.

14.5 *Controversial Sources* and *De Minimis* Amounts

Organizations wishing to utilize *de minimis* amounts of materials sourced from outside of the United States and Canada in their product(s) must conform to the requirements of the *SFI 2015-2019 Fiber Sourcing Standard*, Appendix 1: Part 6 - Due Diligence System

to Avoid *Controversial Sources* or the *SFI 2015-2019 Chain-of-Custody Standard Part 4 - Due Diligence System to Avoid Controversial Sources*.

14.6 Scoping Suppliers into a Chain of Custody

A *Program Participant* that sources from *primary producers* can include these organizations in the scope of their *SFI 2015-2019 Chain-of-Custody Standard* certificate. The *Program Participant* will be responsible for all *objectives* and *performance measures* of those organizations they scope into their own procedures. Those organizations are subject to sample audits. *Certification bodies* shall follow guidelines in Section 9 - *SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation* - Appendix 1, for “multi-site organizations.” If the *Program Participant* scopes in *primary producers*, the *Program Participant* is also responsible for all *SIC* related activity for that company.

15. SFI IMPLEMENTATION COMMITTEES

SFI Program Participants established state *SFI Implementation Committees* in 1995 and the first provincial *SFI Implementation Committee* in 2001. *SFI Implementation Committees* provide a strong foundation for the *SFI program* and make important contributions in assuring *SFI Standard* conformance and *SFI program* recognition. The state, provincial and regional *SFI Implementation Committees* are semi-autonomous committees reflecting significant geographic and organizational diversity. This flexible, grassroots infrastructure is a fundamental strength of the *SFI program* and its goal to promote responsible *forestry* across all forest ownerships.

The definition of *SFI Implementation Committee (SIC)* in Section 13 of the *SFI 2015-2019: Standards and Rules* is “A state, provincial, or regional committee organized by *SFI Program Participants* to facilitate or manage the *programs* and alliances that support the growth of the *SFI program*, including sustainable forest management.”

The *SFI Implementation Committee* governance document was reviewed for relevance to the current *SFI program*, and to ensure consistency with the *SFI 2015-2019 Standard and Rules*. The *SFI Implementation Committee* governance document will be updated in conjunction with future *SFI Standard* revisions, and may also be reviewed between scheduled revisions if there are significant *SFI program* changes.

Some key elements from the governance document and how they relate to the *SFI 2015-2019 Standards* are included here.

Vision Statement

SFI Implementation Committees (SICs) are an integral part of the *SFI program* and play a vital role in promoting training and landowner outreach, maintaining integrity of the *SFI program*, and supporting and promoting responsible *forestry* and the *SFI program* at local levels.

Mission Statement

The Memorandum of Understanding (MOU) defines the *SIC* Mission, ensuring *SIC* goals and priorities are based on recommendations from the *SIC* Governance Review Ad-hoc Committee. The MOU clarifies

both the *SIC* mission and supports obligations for the *SFI Program Participants* as follows:

- I. Overall *SIC* Mission – Effectively facilitate or manage at a state, provincial or regional level the programs and alliances that support the growth of sustainable forest management through the *SFI program*.
- II. Core *SIC* Mission – Priorities for all *SICs*:
 - a. Training & Education – Establish criteria and identify delivery mechanisms for *qualified logging professional*, *qualified resource professional* and *wood producer* training, and defining what it means to be “*SFI trained*.”² Establish criteria for recognition of *certified logging professional programs*, where they exist.³
 - b. Inconsistent Practices – Establish protocols for addressing, investigating, and responding to *SFI Standard* nonconformity allegations and inconsistent practices, and allegations regarding non-*Program Participant* forest management practices.⁴
 - c. Landowner Outreach – Focus landowner outreach efforts on education and technical assistance.⁵
 - d. Informational Resources – Focus informational resource efforts on increasing *SFI program* recognition, awareness and support with groups, such as local opinion leaders and *forestry* resource professionals.⁶
 - e. Annual Reporting – Submit the *SIC* annual progress report to *SFI Inc.*
 - f. *SFI Program Integrity*⁷ – Protect the integrity of the *SFI program* by:
 - ensuring proper *SIC* service mark usage;
 - alerting *SFI Inc.* when improper communications or misleading claims are observed;
 - avoiding the appearance of participation or compliance by non-*SFI Program Participants*; and
 - avoiding the appearance of *third-party certification* by non-certified *SFI Program Participants*.
- III. Secondary *SIC* Mission – Below are priorities that may be determined by each *SIC*; however, individual participants may choose not to participate or support these *objectives*.
 - a. Training and Education – Provide delivery mechanisms for *qualified logging professional*, and *qualified resource professional*, and *wood producer* training to address *SFI program* needs not adequately provided by other *programs*.
 - b. Market Outreach – Sponsor active market outreach efforts in local communities that may include paid advertising.
 - c. Recruitment – Encourage large landowners and all forest products facilities to enroll as *SFI Program Participants*; encourage family forest owners to participate in the *American Tree Farm System* or similar programs recognized by the *SFI*

² *SFI 2015-2019 Standard* Indicator 11.2.1 (FM) and 6.2.1 (FS).

³ *SFI 2015-2019 Standard* Indicator 11.2.3 (FM) and 6.2.3 (FS).

⁴ *SFI 2015-2019 Standard* Performance Measure 12.3 (FM) and 7.3 (FS).

⁵ *SFI 2015-2019 Standard* Indicators 12.1.1 and 12.2.1 (FM) and 7.1.1 and 7.1.2 (FS).

⁶ *SFI 2015-2019 Standard* Performance Measure 12.2 (FM) and 7.2 (FS).

⁷ *SFI 2015-2019 Standard* Indicators 12.3.1 and 12.3.2 (FM) and 7.3.1 and 7.3.2 (FS).

⁸ *SFI 2015-2019 Standard* Performance Measure 10.2 (FM) and 8.1 (FS).

⁹ *SFI 2015-2019 Standard* Objective 10 (FM) and 5 (FS).

program, as appropriate.

- d. Forest Management Statistics – Encourage government agencies to provide accessible timely, accurate harvest and regeneration statistics, in support of a *Program Participant's sustainable forestry programs*.⁸
- e. Research – Promote forestry research, science and technology, upon which sustainable forest management decisions are based.⁹

SIC Organization

SICs are semi-autonomous committees reflecting significant geographic and organizational diversity. This flexible, grassroots infrastructure is a fundamental strength of the *SFI* program and our goal to promote *sustainable forestry* across all ownerships. The following is intended to clarify support expectations and provide guidance to ensure consistency, while still maintaining *SIC* flexibility.

SIC Participation

All *SFI* program participants owning and/or operating forest product facilities, owning and/or managing forestland, or procuring fiber within the state or province are expected to participate in the *SFI* Implementation Committees (SICs). *SFI* Program Participants are required to participate in the SIC where significant operations exist, i.e. majority of forestland owned and/or fiber procured. The expectation is that *Program Participants* with facilities within the scope of an *SFI 2015-2019 Fiber Sourcing Standard* certificate will support all the *SICs* in the regions, states or provinces where they procure fiber. However, there may be regions, states or provinces where a *Program Participant* sources a de minimis amount of fiber for a given facility. In these situations it is possible for a *Program Participant* to meet the requirements of Performance Measure 6.2 of the *SFI 2015-2019 Fiber Sourcing Standard* in the regions where the majority of the *Program Participant's* procurement occurs.

16. TRANSITION TO THE *SFI 2015-2019 STANDARDS AND RULES*

Changes adopted by the *SFI Inc.* Board of Directors to the *SFI Standards* must be incorporated into a *Program Participant's policies*, plans, and management activities within one year of adoption and publication. Similarly, changes to *certification procedures* and qualifications for certification bodies must be accomplished within one year of adoption and publication.

It is the *Program Participant's* responsibility to work with the *certification body* to establish a surveillance audit schedule that meets the requirements outlined in Section 9 *SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditations*. Additional guidance regarding the transition is included below:

- The *SFI 2015-2019 Standard and Rules* replace the *SFI 2010-2014 Standard*, which is the current standard implemented by organizations within their forest operations in the United States and Canada.
- *SFI Inc.* developed the *SFI 2015-2019 Standard and Rules*, but does not conduct auditing and certification. All certification, recertification and surveillance audits to the *SFI 2015-2019*

Standards and Rules shall be conducted by *certification bodies* accredited by the ANSI-ASQ National Accreditation Board (ANAB), American National Standards Institute (ANSI) or the Standards Council of Canada (SCC) to conduct *certification to SFI 2015-2019 Standards and Rules*.

- Accredited *certification bodies* are required to maintain audit processes consistent with the requirements of International Organization for Standardization (ISO) 17021:2011 conformity assessment – requirements for bodies providing audit and certification of management systems; and conduct audits in accordance with the principles of auditing contained in the ISO 19011:2002 Guidelines for Quality and/or Environmental Management Systems Auditing.
- ANAB-, ANSI- and SCC-accredited certification to the *SFI 2015-2019 Standards and Rules* shall not be granted until they are published as standards.
- *SFI Program Participants* have one year from the time the *SFI 2015-2019 Standards and Rules* take effect on January 1, 2015 to implement all new and revised requirements, and *Program Participants* must demonstrate conformance to the new requirements at their first surveillance audit following the implementation period. Earlier adoption is encouraged.
- Initial certification audits in 2015 must be conducted against the *SFI 2015-2019 Standards and Rules*.
- After March 31, 2015, all re-certifications must be conducted against the *SFI 2015-2019 Standards and Rules*. For re-certifications against the *SFI 2015-2019 Standards and Rules nonconformities* against changes made in the revised *SFI 2015-2019 Standards and Rules* shall be reported but will not adversely affect re-certification until after December 31, 2015.
- Surveillance audits through December 31, 2015 may be conducted against either the *SFI 2010-2014 Standard* and/or the *2010-2014 SFI Chain-of-Custody Standard* or the *SFI 2015-2019 Standards and Rules* at the *Program Participant's* choice. For surveillance audits after March 31, 2015, *nonconformities* against changes made in the *SFI 2015-2019 Standards and Rules* shall be reported but will not adversely affect certification status until December 31, 2015; these audits shall also include an assessment of action plans to fully transition to the *SFI 2015-2019 Standards and Rules* by December 31, 2015.
- After December 31, 2015, all surveillance audits must be conducted against the *SFI 2015-2019 Standards and Rules*.

SECTION 7

SFI POLICIES



JANUARY 2015

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SFI POLICIES

1. SFI POLICY ON ILLEGAL LOGGING	3
2. SFI POLICY ON FOREST TREE BIOTECHNOLOGY	3

SECTION 7

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1. SFI POLICY ON ILLEGAL LOGGING¹

The *SFI program* has strong existing measures in the *SFI 2015-2019 Forest Management Standard*, *SFI 2015-2019 Fiber Sourcing Standard* and the *SFI 2015-2019 Chain-of-Custody Standard* to avoid illegal sources of supply. This section covers the issue as to whether an organization can certify one operation to the *SFI 2015-2019 Fiber Sourcing Standard* (Section 3, Appendix 1) or *SFI's Chain-of-Custody Standard* (Section 4) in the *SFI requirements document*, while another operation controlled by the company is engaged in *illegal logging*. This is an evolving issue and as international laws, regulations, agreements, treaties and definitions of *illegal logging* change, *SFI Inc.* will review and update the language as necessary.

- A. *SFI Inc.* will not license any person or entity to use *SFI's* trademarks or labels, and *SFI* may revoke any license previously granted, if the proposed licensee or an Affiliate of the licensee has been found to have engaged in *illegal logging* by a government authority in the jurisdiction where the logging occurred², unless the evidence available to *SFI* supports a conclusion that, in the business judgment of the *SFI Inc.* Board, any incidents of *illegal logging* by the entity are followed by prompt corrective action and do not show a pattern of *illegal logging*.
- B. *SFI Inc.* will not license any person or entity to use *SFI's* trademarks or labels, and *SFI* may revoke any license previously granted, if the evidence available to *SFI* supports a conclusion that, in the business judgment of the *SFI Inc.* Board, the proposed licensee or an Affiliate of the licensee has engaged in a pattern of *Illegal Logging*.³
- C. Any person or entity whose application for an *SFI* license has been denied or whose license has been revoked pursuant to this section may reapply for a license upon a showing that any past *Illegal Logging* has been stopped, that appropriate actions have been taken to prevent it from recurring, and that the proposed licensee and its Affiliates do not knowingly engage in *Illegal Logging*. Such showing shall be supported by a third-party audit conducted by an *SFI certification body* accredited to conduct *2015-2019 SFI Standards* certifications and shall include local expertise as part of the *audit team*.⁴
- D. As used in this section,
- “*Illegal Logging*” means harvesting and trading of wood fiber in violation of applicable laws and regulations in the country of harvest.
 - “*Affiliate*” means any person or entity that directly or indirectly controls, is controlled by, or is under common control with the proposed licensee.
 - “*Control*” means owning a majority of the stock, appointing a majority of the directors, or otherwise having the practical or legal power to direct the operations of a person or entity.

2. SFI POLICY ON FOREST TREE BIOTECHNOLOGY⁵

The *SFI program* has strong existing measures in the *SFI 2015-2019 Forest Management Standard* and the *SFI 2015-2019 Fiber Sourcing Standard* regarding research on genetically engineered trees via *forest tree biotechnology*.⁶ The use of genetically modified organisms is an evolving issue and as federal and international laws, regulations, agreements, treaties and marketplace recognition of the use of genetically engineered trees via *forest tree biotechnology* change, *SFI Inc.* will proactively review and update the *SFI 2015-2019 Standards and Rules* language and this *policy* as necessary.

- A. *SFI Inc.* recognizes that *forest tree biotechnology* offers the potential to prevent the loss of tree species like the American Chestnut due to devastating diseases and to further improve the quality and *productivity* of trees, and their resistance to insects and disease and to grow trees with characteristics that allow them to be more efficiently manufactured into building products, paper and to provide feedstock for bioenergy.
- B. *SFI Inc.* recognizes that genetically engineered forest trees are not approved for commercial *plantings* in the United States and Canada and, even if approved in the future, it will take many years for fiber from genetically engineered forest trees to reach manufacturing facilities.
- C. *SFI Inc.* realizes that much research is still being conducted to study the ecological cost benefits of genetically engineered trees and regulations concerning forest biotechnology continue to evolve. As such research and regulations develop, *SFI Inc.* will review to understand the impacts of genetically engineered trees from an ecological perspective.
- D. *SFI Inc.* is endorsed by the Program for the Endorsement of Forest Certification (www.pefc.org), which has restrictions on the use of genetically engineered trees until December 31, 2022: Genetically-modified trees shall not be used.⁷

Note: *The restriction on the usage of genetically-modified trees has been adopted based on the Precautionary Principle. Until enough scientific data on genetically-modified trees indicates that impacts on human and animal health and the environment are equivalent to, or more positive than, those presented by trees genetically improved by traditional methods, no genetically-modified trees will be used.*

Note: *The policy on the exclusion of material from genetically modified forest based organisms remains in force until 31 December 2022.*

- E. Given the issues identified in item (b) regarding legal approval and lack of commercialization and in item (d) regarding PEFC requirements for endorsement of the *SFI program*, the use of fiber from genetically engineered trees via *forest biotechnology* is not approved for use in *SFI* labeled products.
- F. The *SFI 2015-2019 Standards and Rules* requirements regarding research on genetically engineered trees via *forest tree biotechnology* will remain in place.
- G. *SFI Inc.* will proactively review and update the *SFI 2015-2019 Standard and Rules* language and this *policy* as necessary.

¹ As Approved by the SFI Board of Directors on September 23, 2008.

² This enables SFI to take action that is based on a government finding (conviction, court decision, regulatory decision, fine, etc.) of *illegal logging*. SFI would not make any factual determinations of *illegal logging*; they would be made by the government. No audit of overseas operations is required unless and until such a finding is made.

³ This enables SFI to take action against a company that is known to engage in a pattern of *illegal logging*, but that has NOT been subject to government enforcement actions (perhaps because the local government is corrupt or ineffective). The SFI Board would need to make the factual determinations based on the best evidence available to it. No audit of overseas operations is required unless and until such a finding is made.

⁴ The audit shall cover all operations in all jurisdictions where the *illegal logging* occurred.

⁵ As approved by the SFI Board of Directors on December 5, 2013.

⁶ 5.1.2 (FS) and 10.1.2 (FM). Research on genetically engineered trees via *forest tree biotechnology* shall adhere to all applicable federal, state, and provincial regulations and international protocols. Definition: As commonly used, *forest tree biotechnology* encompasses structural and functional studies of genes and genomes (including development and application of genetic markers); various methods of vegetative reproduction such as micro-propagation, tissue culture, and somatic embryogenesis; and genetic engineering (GE), which is the physical manipulation and asexual insertion of genes into organisms.

⁷ PEFC ST 1003:2010, Sustainable Forest Management-Requirements, 5.4.7.

SECTION 8

SFI STANDARDS
DEVELOPMENT AND
INTERPRETATIONS
PROCESS





SFI STANDARDS DEVELOPMENT AND INTERPRETATIONS PROCESS

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SECTION 8

1. PROCEDURES FOR SFI STANDARD REVISION

1.1 Actors and Responsibilities

The *SFI* Board of Directors is responsible for standard development and revision and will convene the Forum. The *SFI* Board of Directors, the Resources Committee and the External Review Panel (independent oversight role) constitute the Forum and ensure that the revision process includes economic, environmental and social representation equally. Any individual can suggest candidates to the nominations committee. The Board Nominations Committee considers suggestions and invites individuals to be considered by the Board. The Forum follows the procedures outlined in this document for *SFI* Standard Revision.¹

1.1.1 *SFI* Board

SFI Board members include representatives of environmental, *conservation*, social professional and academic groups, independent professional loggers, small family forest owners, public officials, labor and the forest products industry. The 18-member *SFI* Board of Directors has representatives from the main geographic regions of the U.S. and Canada and includes:

- Six directors from non-profit environmental /*conservation* organizations representing the environmental sector;
- Six directors from community or social interest groups such as universities, labor, independent professional loggers, family forest owners or government agencies representing the social sector; and
- Six directors from the forest, paper and wood products industry or other for-profit forest ownership or management entities representing the economic sector.

SFI Board members are invited by the Board Nominations Committee to participate as directors and must be approved by the full Board. The Board is a voluntary Board.

1.1.2 *SFI* Resources Committee

Each *SFI* Inc. Board member appoints one person from their organization (or other organization they may choose) to serve on the *SFI* Inc. Resources Committee (RC) or the Board member may choose to represent themselves on the Resources Committee. As such, the Resources Committee has the same equal representation of social, environmental and economic interests and geographic scope as the *SFI* Inc. Board.

1.1.3 *SFI* External Review Panel

The *SFI* External Review Panel is an independent panel of experts that provides diverse perspectives and expertise to the Sustainable Forestry Initiative® (SFI®) program while contributing to quality assurance and continuous improvement. As part of the Forum, Panel members

provide external independent oversight to ensure the standard revision process is objective and credible and that all comments are treated equally and fairly. The volunteer External Review Panel is made up of 15-18 external experts and has representatives from the main geographic regions of the U.S. and Canada where the *SFI* Standards are applied. Its membership maintains a balance of technical skills and organizational experience, with four to six members from each of the following categories – environmental/*conservation* groups, professional/academic groups, and public agencies (local, state, provincial, tribal or federal governments). Panel members come from universities, government agencies, foundations, professional associations, and landowner/*conservation* organizations. The *SFI* External Review Panel selects its own members based on their individual expertise and experience, following an election process set out in its charter. It develops its own agenda to represent the public interest as an outside observer of the *SFI* program. All stakeholders can suggest candidates to the *SFI* External Review Panel for consideration.

1.2 Procedures

The *SFI* Standards setting process shall be on a five year cycle, which is consistent with international protocols for forest certification standard revision cycles. The *SFI* Standards development process is open, transparent and consensus² based, and *SFI* Inc. Board decisions regarding final changes to the *SFI* Standards shall be consistent with PEFC ST 1001:2010 for consensus³ based decision making. The revision process shall begin in the first quarter of the year prior to the year the existing standard expires. The *SFI* Standards setting process shall begin with a public notice to all stakeholders prior to the start of the process. The start of the process will be communicated on the *SFI* website, in newsletters and e-mails to all stakeholders inviting comments. *SFI* shall identify stakeholders relevant to the objectives and scope of the standard-setting work. A stakeholder mapping exercise will be used to identify which interest sectors — both public and private — are relevant (environmental, economic, social) including stakeholders who may not be able to participate by conventional means and what means of communications will best

¹ Section 8 – *SFI* Standards Development and Interpretations Process is publicly available and can be found on the *SFI* website.

² Consensus as defined by PEFC and ISO: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE - *Consensus* need not imply unanimity. Item 1.7 in *ISO/IEC Guide 2:1991* and item 3.1 in *PEFC Standard Setting Requirements PEFC ST 1001:2010 dated 2010-11-26*. *PEFC ST 1001:2010* and *ISO Guide 59:1994, Code of Good Practice for Standardisation* are normative references.

³ The *SFI* Inc. Board of Directors has a balance of stakeholders including representatives of environmental, conservation, social professional and academic groups, independent professional loggers, small family forest owners, public officials, labor and the forest products industry. The *SFI* Inc. Board of Directors voting structure in the *SFI* Inc. bylaws defines the consensus based approach used for final approval of revisions to the *SFI* Standard: a minimum of eighty percent of those present, which must include at least two representatives of each Sector (environmental, social, economic) is required to approve any action of the Board.

reach each stakeholder group. This mapping exercise will be done at the beginning of each standard review process and will define who the stakeholders are and what is necessary to ensure all can participate in the process if they so choose.⁴ The process shall include an initial 60-day public comment period, a second 60 day public comment period (the inquiry draft) and a final draft review period of at least 45 days. (See Figure 1.) The External Review Panel (ERP) shall independently monitor the entire process including a review of all comments received on draft standards and their disposition.

Broad public and stakeholder involvement is important to the *SFI program*. The *SFI Standards* review process shall be conducted on a national level in Canada and in the United States. Stakeholders — including disadvantaged and key stakeholders and those from the environmental community, forest products industry, private forest landowners, customers, local and federal government agencies, trade associations, landowner associations, academia and all other stakeholders shall be invited to participate in the review process. The start of the standards review process and all subsequent public review periods shall be communicated publicly to all interested stakeholders with an invitation to provide comments on the standards and standard setting process.⁵

The Standards Revision process is intended to be collaborative. While consensus on proposed *SFI Standards* revisions is desirable, there may be issues for which consensus cannot be achieved. In these scenarios the Review Task Groups established by the Resources Committee may forward multiple recommended options to a Steering Committee, also established by the Resources Committee, who will review and prepare recommendations for the Resources Committee's review. Task Group Chairs shall be fair to all viewpoints; however, they are charged with moving the process forward in a timely manner. If consensus is not achieved by the Resources Committee, the issue(s) will be moved forward to the *SFI* Board of Directors for final resolution either by consensus or according to voting procedures outlined in the *SFI* Board Directors bylaws (<http://www.sfi-program.org/about-us/sfi-governance/>). All recommendations developed by the task groups will be reviewed by the Board and may be accepted as is, modified, or returned to the task groups with instructions for additional consideration and discussion.

The draft of proposed changes to the *SFI Standards* shall be released and published to the *SFI* website during the first quarter of the second review year, followed by an additional 60-day public comment period to allow all stakeholders an opportunity to provide additional comments regarding proposed changes.

This draft will also be presented to and discussed with *SFI Program Participants* and all other stakeholders at regional workshops conducted by the Forum and *SFI Inc.* throughout the U.S. and Canada. All stakeholders who have commented on proposed changes or who have proposed changes to the *SFI Standards* shall use this opportunity

to raise any concerns regarding their comments and the manner in which the *SFI Standards* Review Task Group addressed their comments or suggested changes.

Formal complaints regarding the disposition of comments shall be submitted in writing to the External Review Panel Secretariat (<http://sfierp.org/resources>) for review.⁶ The ERP shall acknowledge receipt of all complaints, impartially and objectively review all complaints, and provide feedback to the Forum regarding complaints where additional review and potential action by the Forum is warranted. Once resolved, the decision on the complaint and the complaint process shall be communicated to the complainant.

A final draft of the proposed changes to the *SFI Standards* shall be delivered to the *SFI Inc.* Board of Directors during the third quarter of the final review year. The *SFI Inc.* Board will meet in the third quarter of the final review year at the *SFI* annual conference to discuss the *SFI Standards* draft and begin the 45-day advance notice to review proposed changes to the standards before Board approval can occur. The proposed changes to the *SFI Standards* draft will be presented at the *SFI* annual conference in the third quarter of the final review year.

Upon completion of the *SFI* Board 45-day advance review period, the *SFI Standards* shall be finalized by the Forum and approved by the *SFI* Board and published to the *SFI program* website. Printed copies will be available during the first quarter of the following year. All *Program Participants* have one year to fully implement new and revised *SFI Standards* elements adopted by the Forum.

The Forum shall maintain records regarding all comments and their disposition for review by the independent External Review Panel. All comments will be considered carefully and records of their disposition maintained for a minimum of five years and posted to the *SFI* website. As in any review process, it is not necessary to agree to every suggestion, but it is important that all comments be given consideration.

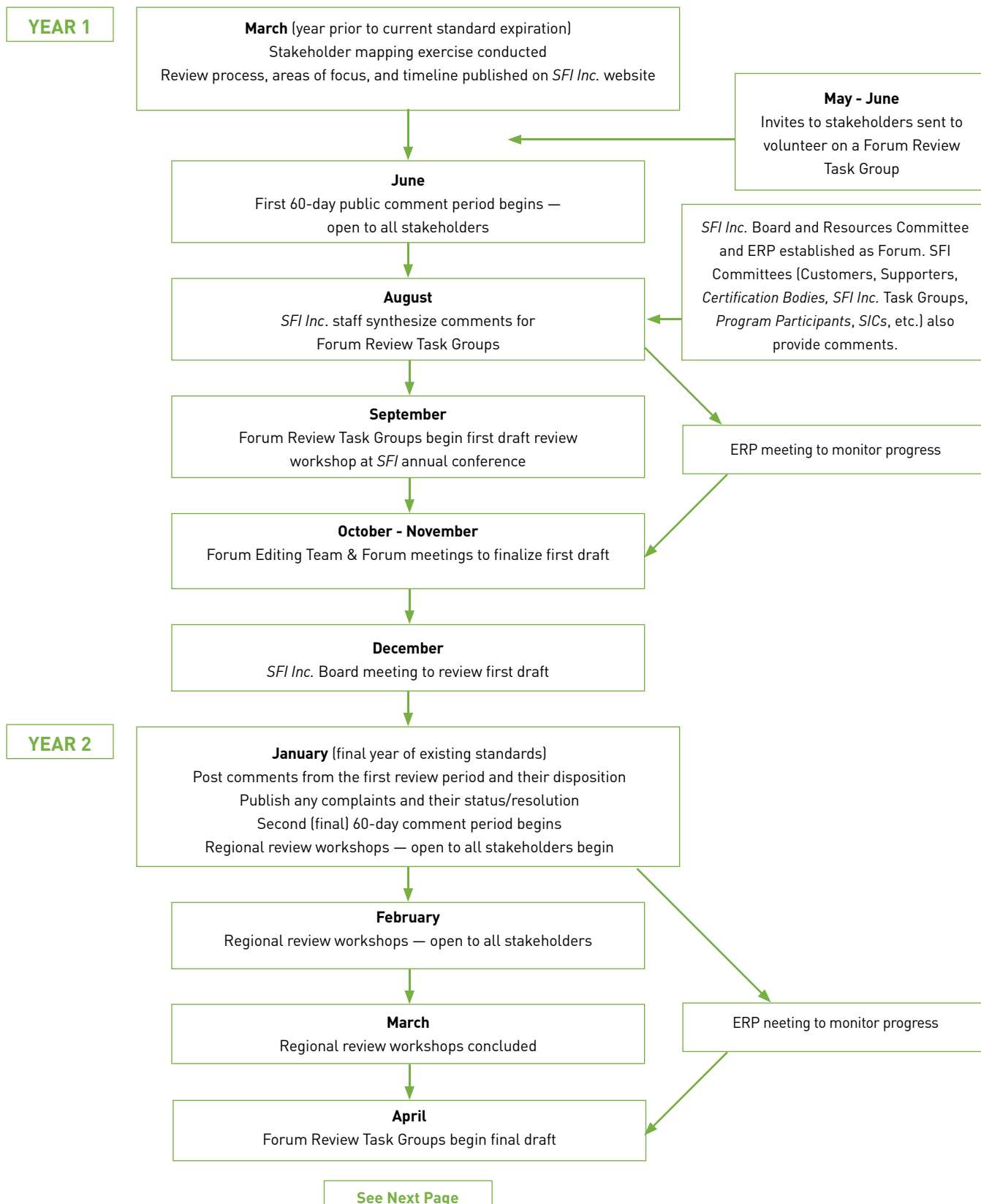
These written procedures shall be publicly available to all interested parties. Additional information on the *SFI Standards* development process, regional workshop reports and stakeholder comments submitted during both public comment periods and how they were addressed shall be publicly available and also maintained for a minimum of five years.

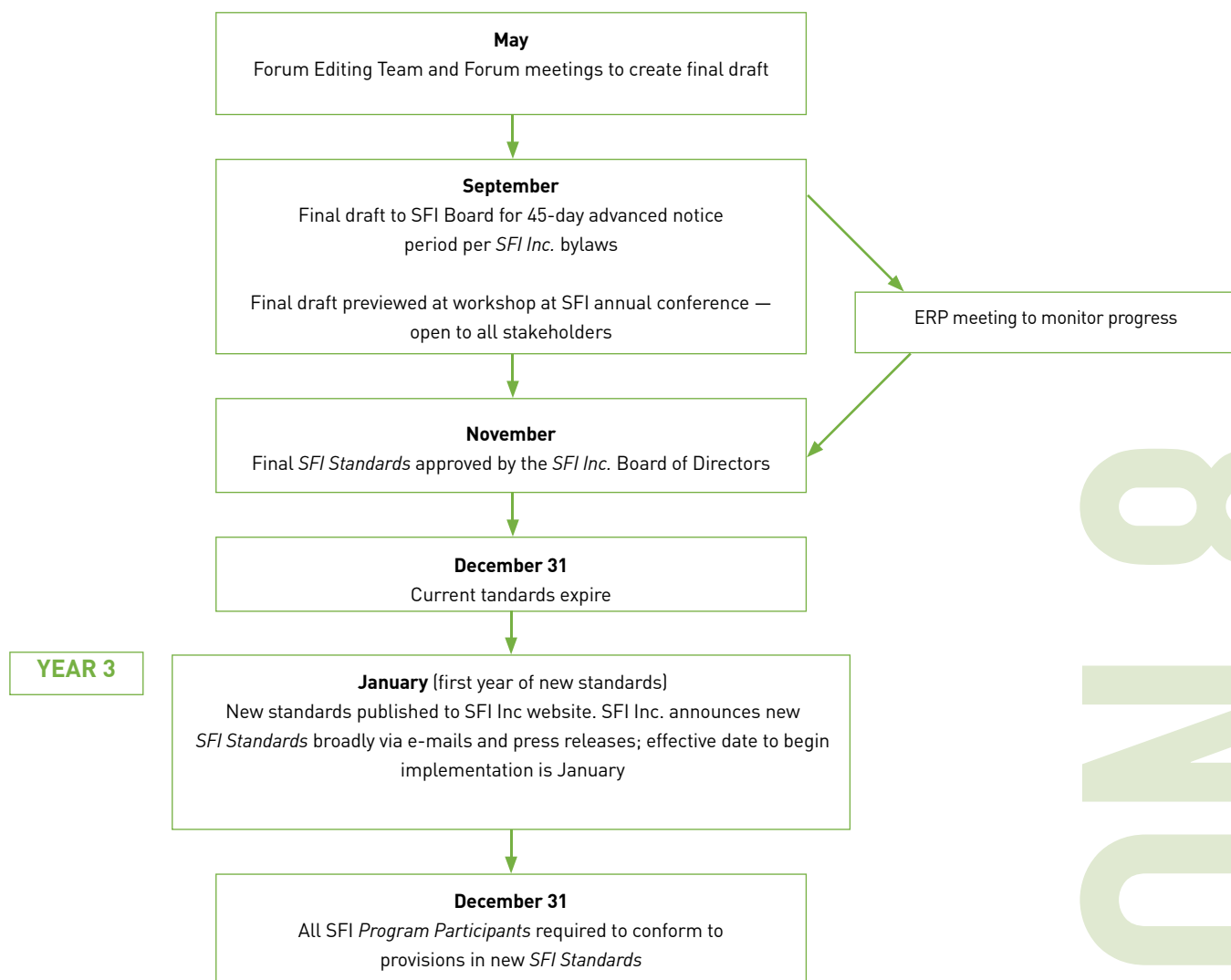
⁴ Stakeholders will be identified by doing a stakeholder mapping exercise that includes defining which interest sectors are relevant and why, and for each sector what are likely to be the key issues, who are the key stakeholders including those who may not be able to participate by conventional means, and what means of communication will best reach them.

⁵ The public announcement will include where to find the publicly available standards-setting procedures, the objectives, scope and steps of the standards setting process including key dates, information on how stakeholders can participate in the process, information on how to submit comments on the standards and how to be involved in standards revision workshops and working groups.

⁶ The ERP process for reviewing complaints will be posted on the ERP website.

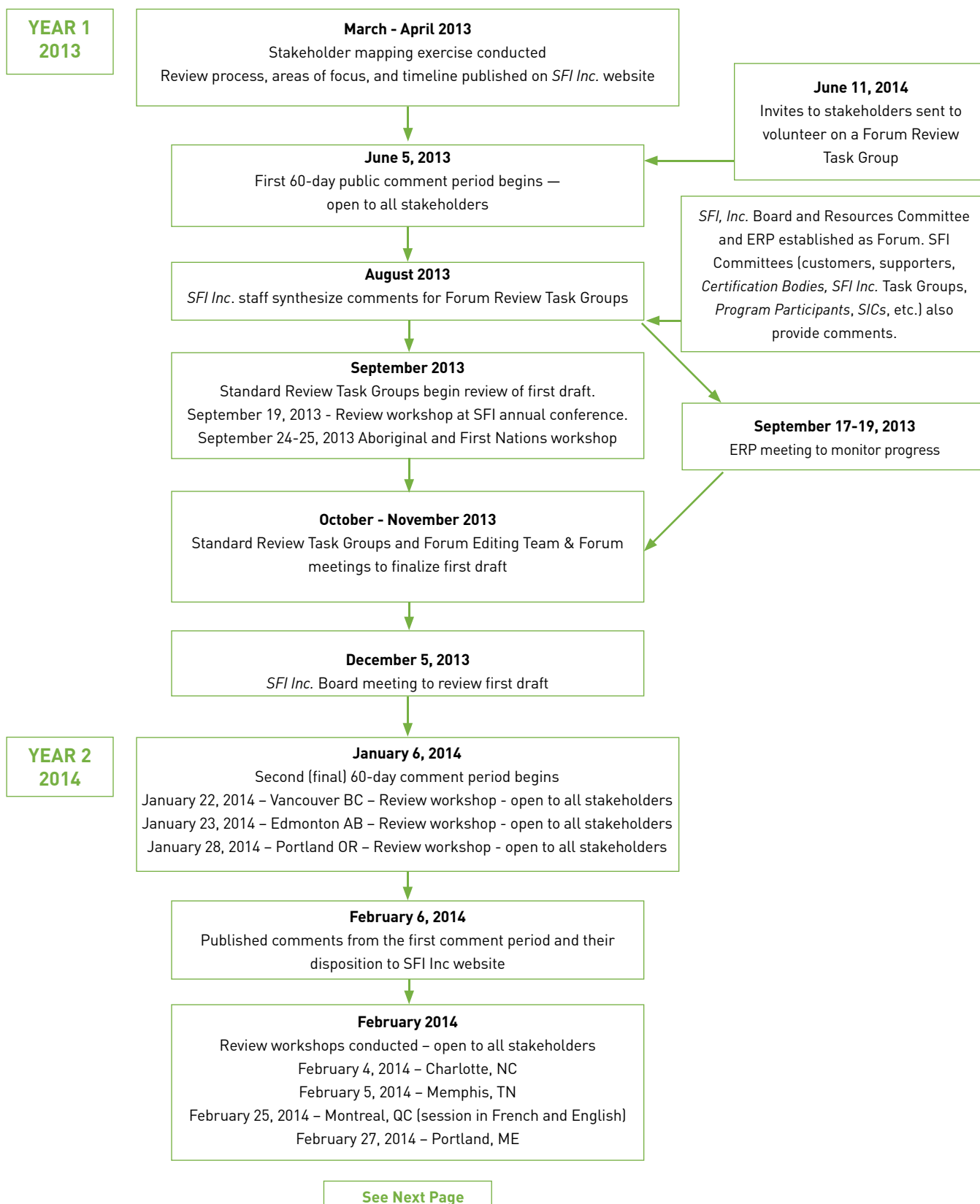
Figure 1: Procedure Used For SFI Standards Revision

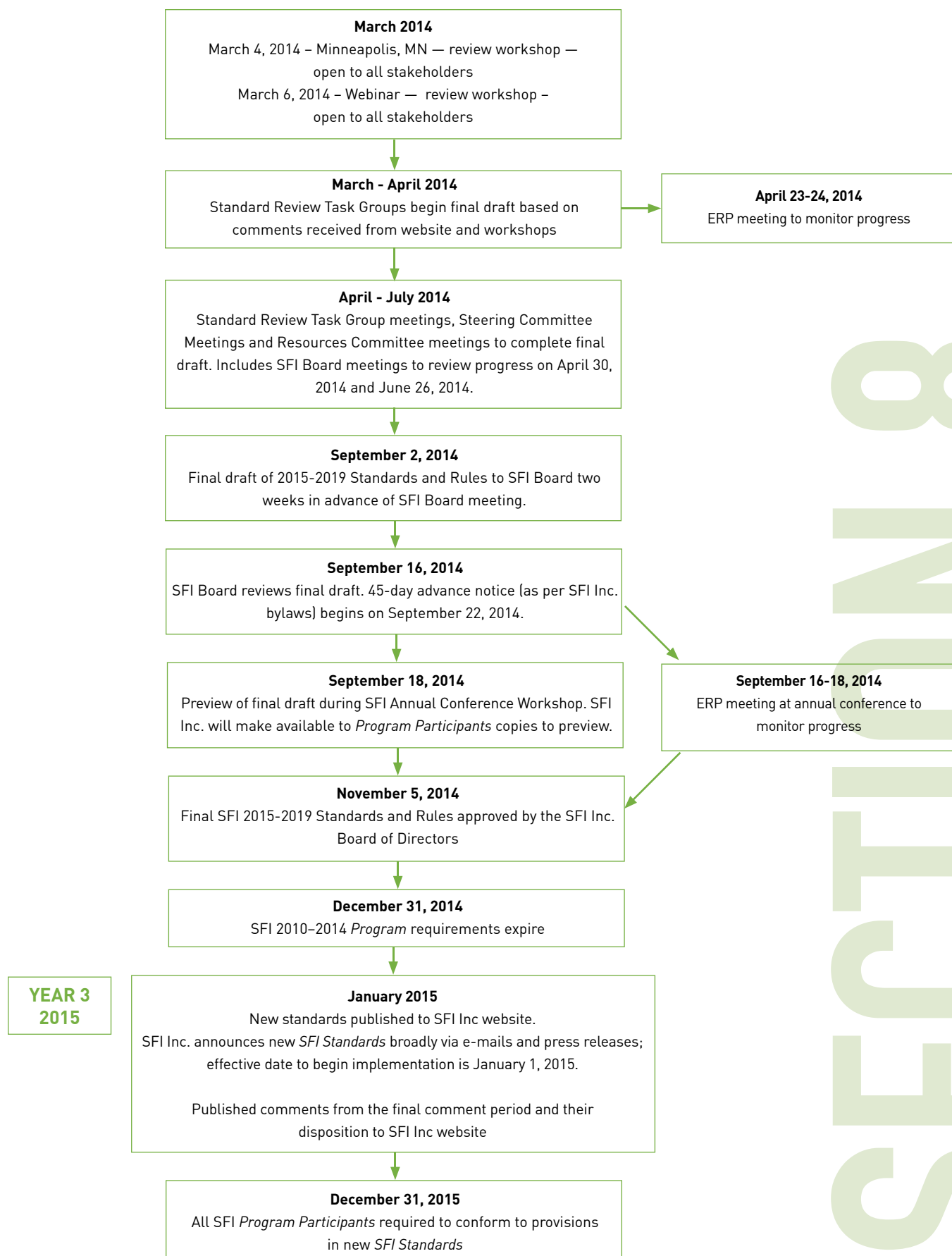




2. DEVELOPMENT OF THE SFI 2015-2019 STANDARDS AND RULES

Figure 2: Procedure Used for the 2015-2019 SFI Standards and Rules Development





3. INTERPRETATIONS

From time to time, a formal process may be needed to interpret the *SFI 2015-2019 Standards* and supporting documents. As part of *SFI Inc.*'s commitment to continual improvement of both the *SFI certification* process and the *SFI 2015-2019 Standards*, such concerns shall be submitted promptly to the *SFI Inc.* Interpretations Committee by contacting staff at *SFI Inc.* The *SFI Inc.* Interpretations Committee shall respond within 45 days of receipt.

It is neither the intent nor the responsibility of the *SFI Inc.* Interpretations Committee to resolve disputes arising through certification; nevertheless, the committee will provide opinions and direction to assist parties in answering interpretive questions. Through this process, the *SFI program* shall maintain a record of opinions and concerns available to both *Program Participants* and *certification bodies* to assist with certification planning. *SFI Inc.* shall periodically review this record and, where appropriate, recommend changes for inclusion in the *SFI 2015-2019 Standards* or *SFI* audit procedures.

SECTION 9

SFI 2015-2019 AUDIT PROCEDURES AND AUDITOR QUALIFICATIONS AND ACCREDITATION

JANUARY 2015



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SFI 2015-2019 AUDIT PROCEDURES AND AUDITOR QUALIFICATIONS AND ACCREDITATION

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SECTION 9

SFI 2015-2019 AUDIT PROCEDURES AND AUDITOR QUALIFICATIONS AND ACCREDITATION

INTRODUCTION

All certification, recertification and surveillance audits to Sections 2 and 3 in the *SFI 2015-2019 Standards and Rules* document shall be conducted by *certification bodies* accredited by the ANSI-ASQ National Accreditation Board (ANAB) or the Standards Council of Canada (SCC) to conduct *SFI certification*.

All certification, recertification and surveillance audits to Section 3 – Appendix 1: Rules for Use of *SFI Certified Sourcing* Label and Section 4 in the *SFI 2015-2019 Standards and Rules* shall be conducted by certification bodies accredited by the American National Standards Institute (ANSI) or the Standards Council of Canada to conduct *SFI certifications*.

Information related to the accreditation process can be found on the websites of ANSI-ASQ National Accreditation Board (www.anab.org), the American National Standards Institute (www.ansi.org) or the Standards Council of Canada (www.scc.ca).

Accredited *certification bodies* that provide certification services for *SFI* Sections 2 and 3 are required to maintain audit processes and conduct audits consistent with the requirements of:

- International Organization for Standardization (ISO) 17021:2011 (Conformity assessment – Requirements for bodies providing audit and certification of management systems); and
- ISO TS 17021-2 (Part 2: Competence requirements for auditing and certification of environmental management systems).

Accredited certification bodies that provide certification services for *SFI* Section 3 – Appendix 1: Rules for Use of *SFI Certified Sourcing* Label and Section 4 are required to maintain audit processes and conduct audits consistent with the requirements of ISO 17065 (Conformity assessment – Requirements for bodies certifying products, processes and services).

ISO is a worldwide federation of national standards bodies. The preparation of International Standards is conducted by ISO technical committees.

The ISO 17021:2011, ISO TS 17021-2 and ISO 17065 standards were prepared by the ISO Committee on Conformity Assessment (CASCO).

1. SCOPE

This *SFI Audit Procedures and Qualifications* document is intended to support, but not replace the audit process requirements contained in ISO 17021:2011, ISO 17021-2 and ISO 17065, by providing specific requirements to *SFI Program Participants* and *certification bodies*. It is applicable to all forest management, *fiber sourcing* organizations and chain-of-custody certificate holders when conducting *third-party certification*, recertification, or surveillance audits to the *SFI 2015-2019 Standards and Rules* Sections 2, 3 and 4.

2. NORMATIVE REFERENCE

Certification bodies and *auditors* conducting third-party audits to *SFI* Sections 2 and 3 in the *SFI 2015-2019 Standards and Rules* document must conform to the requirements of ISO 17021:2011 and ISO TS 17021-2, while those conducting third-party audits to *SFI* Section 3 – Appendix 1: Rules for Use of *SFI Certified Sourcing Label* and Section 4 must conform to the requirements of ISO 17065. In addition, all *certification bodies* and *auditors* conducting third-party audits to *SFI* Sections 2, 3 or 4 in the *SFI 2015-2019 Standards and Rules* document must conform to all applicable ANAB, ANSI or SCC requirements and International Accreditation Forum (IAF) Mandatory Documents (e.g., IAF MD 1, IAF MD 5, IAF MD 11).

3. TERMS AND DEFINITIONS

Definitions of terms can be found in the Section 13 of the *SFI 2015-2019 Standards and Rules* document.

4. PROCEDURES FOR IMPLEMENTING THE PRINCIPLES FOR SFI AUDITING

ISO 17021:2011 Section 4 addresses general *principles* associated with auditing, including impartiality, competence, responsibility, openness, confidentiality and responsiveness to complaints.

All information and documents, including working drafts and reports, shall be considered confidential. *Certification bodies* shall not release any information or documents without the prior written permission of the *Program Participant*. *Auditors* shall conduct themselves in a professional and ethical manner.

Certification bodies and *audit team* members and their employers shall not participate in an appraisal or advise a potential purchaser or broker a purchase of property audited within the prior three years without the written permission of the audited party. *Certification bodies*, *audit team* members, and employers shall notify the audited party of participation in such activities after the three-year period immediately upon initiation of such activities for a period of at least 10 years following the audit.

Prior to engaging in an audit and the *Program Participant's* acceptance of the *audit team*, the *certification bodies* and *audit team* members shall disclose to the party requesting the audit any prior land appraisal or assessment work or land brokerage activity or other professional services they or their employers conducted related to the property to be audited.

Certification bodies must successfully complete annual witness audits and periodic re-accreditation audits to maintain their accreditation status from ANAB or SCC.

5. SFI AUDIT ACTIVITIES

5.1 Initial Certification

For the initial certification audit to be completed, the auditee must be an *SFI Program Participant* or be in the process of becoming one in which case the final certification decision is conditioned on becoming a *Program Participant*. The *SFI* certificate(s), *Forest Management*, *Fiber Sourcing* or *Chain of Custody* cannot be issued by the *certification body* until the applicant has become an *SFI Program Participant*. It should be noted that the *SFI 2015-2019 Standards and Rules* is a publicly available document and, as such, anyone who wants to can offer their “opinion” on an organization’s conformance to it. However, because “Sustainable Forestry Initiative” and “SFI” are registered service marks, an entity would infringe on this ownership in violation of the federal intellectual property laws if they were to use the service marks in a public claim about the “opinion” without becoming an *SFI Program Participant*.

5.2 Certification of Multiple Sites

ISO 17021: 2011 Clause 9.1.5 specifies that where multi-site sampling is utilized for the audit of a client’s management system covering the same activity in various locations, the *certification body* shall develop a sampling program to ensure proper audit of the management system. The rationale for the sampling plan shall be documented for each client.

International Accreditation Forum Mandatory Document 1 (IAF MD 1) provides mandatory guidance for the consistent application of Clause 9.1.5 that is subject to the specific requirements of relevant standards.

Within the context of the *SFI 2015-2019 Standards and Rules Section 2 and Section 3*, and specific risks associated with certification of forestry operations, *Certification bodies* may apply alternative sampling approaches to IAF MD 1 in certain circumstances.

Additional information regarding multi-site certification (including the circumstances under which alternative sampling approaches to IAF MD-1 is permissible) is included in Appendix 1 of Section 9 in the *SFI 2015-2019 Standards and Rules* document.

5.3 Substitution and Modification of SFI 2015-2019 Sections 2 and 3 Standard Indicators

Program Participants, with consent from the *certification body*, may substitute or modify *indicators* in *SFI 2015-2019 Sections 2 and 3 Standards* to address local conditions based on a thorough analysis and adequate justification. The *certification body* is responsible for ensuring revised *indicators* are consistent with the spirit and intent of the *SFI 2015-2019 Sections 2 and 3 Standards performance measures*.

and *indicators* and with the *principles of sustainable forestry*, and that the changes are appropriate for specific local conditions and circumstances and the *Program Participant's* scope of operation.

Additional *indicators* beyond those identified in the *SFI 2015-2019 Sections 2 and 3 Standards*, if included by the *Program Participant*, shall be audited like all other *indicators*.

5.4 Determination of Conformance

5.4.1 The *certification body* shall assess conformance to each element of the *SFI 2015-2019 Sections 2 and 3 Standards'*, *objectives*, *performance measures* and *indicators* within the scope of the audit. *SFI 2015-2019 Standards'* elements are *objectives*, *performance measures* and *indicators*. The Introduction (Section 1) to the *SFI 2015-2019 Standards and Rules* document is informative, and as such, is not an auditable element.

Evidence shall be compiled by examining operating procedures, materials relating to *forestry* practices and on-the-ground field performance, and through meetings or correspondence with employees, contractors and other third parties (e.g., government agencies, community groups, affected *Indigenous Peoples*, *conservation* organizations), as appropriate, to determine conformance to the *SFI 2015-2019 Forest Management Standard* and the *SFI 2015-2019 Fiber Sourcing Standard*.

5.4.2 The *certification body* shall assess conformance to each element of the *SFI 2015-2019 Chain-of-Custody Standard* requirements within the scope of the audit. The Preface to the *SFI 2015-2019 Chain-of-Custody Standard* is informative, and as such, is not an auditable element.

5.4.3 The *certification body* shall ensure that the audit *objectives* and scope as well as the *auditor* time allocated to the audit:

- allow for accurate determination of conformance for the operating units within the scope of the audit;
- verify that the *SFI 2015-2019 Standards Sections 2 and 3 programs* conform to *SFI principles, policies, objectives, performance measures, indicators*, and any additional *indicators* that the *Program Participant* chooses; and
- verify whether the *Program Participant* has effectively implemented its *SFI 2015-2019 Standards Sections 2 and 3 program* requirements on the ground and *SFI 2015-2019 Chain-of-Custody Standard program* requirements.

If a *major nonconformity* is found, a certificate of conformance shall not be issued until the *certification body* verifies that corrective action approved by the *lead auditor* has been implemented. A revisit may be required to verify implementation of corrective actions.

If a *minor nonconformity* is found, a certificate of conformance may be issued only after the *lead auditor* approves a corrective action plan that addresses the nonconformity within an agreed-upon period, not to exceed one year. Verification that the corrective action has been effectively implemented shall occur during the next surveillance audit.

5.5 SFI Technical Audit Report to the Program Participant

The ISO document 17021:2011 at Section 9.1.10 addresses audit report contents. In addition, the *SFI* audit report to the *Program Participant* shall cover:

- a. the audit plan;
- b. a description of the audit process used;
- c. the number of *auditor* days used to conduct the audit, including both on-site and off-site audit activities;
- d. information regarding any meetings or correspondence between the *audit team* and government agencies, community groups, affected *Indigenous Peoples* and *conservation* organizations;
- e. documentation of the rationale for the substitution or modification of an *indicators*;
- f. a schedule for surveillance and recertification; and
- g. any specific focus areas for the next audit visit.

See Section 10 in the *SFI 2015-2019 Standards and Rules* document regarding the development and release of public summary audit reports.

5.6 Recertification

5.6.1 To maintain current *SFI 2015-2019 Standard* certificates, *Program Participants* shall recertify their *SFI programs* to the *SFI 2015-2019 Sections 2 and 3 Standards* every three years.

5.6.2 To maintain a current Section 4 *SFI 2015-2019 Chain-of-Custody* certificate, *Program Participants* shall recertify their *SFI chain-of-custody program* to the Section 4 *SFI 2015-2019 Chain-of-Custody Standard* every five years.

5.7 Transferal of Certified Lands or Facilities

When one *SFI Program Participant* acquires the certified forest land or facilities of another *Program Participant*, the *certification bodies* shall work with the parties involved to review the acquisition or sale. This review will determine the significance of changes that may occur with the transfer of ownership of the forestland and/or facilities to determine the actions necessary in order to issue a new certificate to the party receiving the new assets. It is imperative that *Program Participants* notify their respective *certification body* as soon as possible when forestland and/or facilities are being purchased or sold to ensure that lapses in certification status can be eliminated or minimized. Refer to ISO/IEC 17021 for more information.

In order to *minimize* disruptions in operations due to the transfer of certified forestlands and or facilities from one certified *Program Participant* to another, the *SFI Office of Label Use and Licensing* will honor current *SFI certifications* for the forestlands and or facilities involved in the transfer for a period of 90 days for *SFI* product labeling purposes provided:

- a. The parties involved request this grace period in writing prior to the transfer of the assets with documentation confirming that there will not be significant variation in the current operations, environmental management systems, personnel, etc. during the transfer.
- b. The party receiving the assets must provide documentation demonstrating the timeline for obtaining their new *SFI certification* from an accredited *certification body*.
- c. The party desiring to utilize the *SFI* product labels must be in full conformance with Sections 2, 3 or 4 and Section 5 of the *SFI 2015-2019 Standards and Rules*.

6. COMPETENCE AND EVALUATION OF CERTIFICATION BODIES

6.1 Qualifications of Audit Teams

Audit teams shall have the competence (knowledge and skills) to conduct an audit in accordance with the *principles* of auditing. The *certification body* shall select *audit team* members appropriate to the scope, scale and geography of the operation being audited. Additionally, at least one member of the *audit team* shall have knowledge of *forestry* operations in the region undergoing the audit, at least one member shall have knowledge of applicable laws and regulations, at least one member shall have knowledge of the socio-demographics and cultural issues in the region, and at least one member shall be a professional forester as defined by the Society of American Foresters (SAF), the Canadian Institute of Forestry, or licensed or registered by the state(s) or province(s) in which the certification is conducted. For forest management audits, the *audit team* shall have expertise that includes plant and *wildlife* ecology, *silviculture*, forest modeling, forest operations, occupational safety and health, international labor standards, and hydrology. One specialist per discipline is not required to meet any of the above requirements.

6.2 Qualifications of Auditors

ISO document 17021:2011 at Section 7.1 and Section 7.2 addresses general competence requirements for *certification bodies* providing audit and certification of management. This is supplemented by the environmental management system-specific competence requirements contained in ISO 17021-2.

In addition to the competence requirements contained in ISO 17021:2011 and ISO 17021-2, for certifications to the *SFI 2015-2019 Standards*, *audit team* members shall have the education, formal training and experience that promote competency in and comprehension of:

- a. *forestry* operations as they relate to natural resource management, including *wildlife*, fisheries, recreation, ecology;
- b. international and domestic *sustainable forestry* management systems and performance standards including occupational safety and health, and labor standards; and
- c. certification requirements related to the *SFI* program.

Audit team members who have obtained a professional *degree* in *forestry* or a closely related field shall have a minimum of two years' relevant work experience.

6.3 Maintenance and Improvement of Competence

All *audit team* members shall pursue ongoing personal and professional development in:

- a. forest management science and technology;
- b. sustainable forest management systems and certification programs and standards;
- c. understanding and interpretation of federal, state, and provincial *forestry* and environmental laws and codes of practice; and
- d. certification procedures, processes and techniques, especially as these pertain to the *SFI 2015-2019 Standards*.

An *auditor* who maintains Certified Forester, Registrar Accreditation Board, or Canadian Environmental Certification Approvals Board sustainable forest management *auditor* (EP[EMSLA]) certification, or equivalent, shall be considered to have fulfilled continuing education requirements.

7. ACCREDITATION OF CERTIFICATION BODIES

The *SFI* program requires *certification bodies* to be accredited in order to conduct *SFI certifications* and issue certificates.

Certification body: an independent *third party* that is accredited by:

- ANSI-ASQ National Accreditation Board (ANAB) as being competent to conduct certifications to the *SFI 2015-2019 Standards* Sections 2 and 3.
- American National Standards Institute (ANSI) as being competent to conduct certifications to the *SFI 2015-2019 Chain-of-Custody Standard* Section 4 and *SFI* Section 3 – Appendix 1: Rules for Use of *SFI Certified Sourcing Label*.
- Standards Council of Canada (SCC) as being competent to conduct certifications to the *SFI 2015-2019 Standards* Sections 2 and 3 and the *SFI 2015-2019 Chain-of-Custody Standard* Section 4 and *SFI 2015-2019 Fiber Sourcing Standard* Section 3, Appendix 1: Rules for Use of *SFI Certified Sourcing Label*.

APPENDIX 1: AUDITS OF MULTI-SITE ORGANIZATIONS

[Normative]

Introduction

Multi-site organizations may be audited on a site-by-site basis [all sites visited each year] or, in some cases, on a sample basis.

This appendix expands on Section 5.1 of the *SFI Audit Procedures and Auditor Qualifications and Accreditation* document and provides additional normative guidance for certification bodies wishing to audit multi-site organizations on a sample basis.

1. Scope

Audits of multi-site organizations applying a sampling approach to assess conformance with:

- Section 2 - *SFI 2015-2019 Forest Management Standard*
- Section 3 - *SFI 2015-2019 Fiber Sourcing Standard*
- Section 4 - *SFI 2015-2019 Chain-Of-Custody Standard*
- Section 5 - Rules For Use Of SFI On-Product Labels and Off-Product Marks

2. References

IAF Mandatory Document for The Certification of Multiple Sites Based on Sampling Issue 1 (IAF MD1: 2007) – (Normative for *SFI 2015-2019 Standards and Rules* Section 2 and Section 3 and Informative for *SFI 2015-2019 Standards and Rules* Section 4)

IAF Mandatory Document for Duration of QMS and EMS Audits Issue 1 (IAF MD 5: 2009) – (Informative).

3. Terms and Definitions

- 3.1 Organization:** The term organization is used to designate any company or other organization owning a management system subject to audit and certification.
- 3.2 Site:** A site is a permanent location where an organization carries out work or a service.
- 3.3 Multi-Site Organization:** An organization having an identified central function (hereafter referred to as a central office – but not necessarily the headquarters of the organization) at which certain activities are planned, controlled or managed and a network of local offices or branches (sites) at which such activities are fully or partially carried out.
- 3.4 Group Certification Organization:** A specific type of multi-site organization where forest owners, forest owners' organizations, forest managers, forest products manufacturers or forest products distributors without a pre-existing legal or contractual link can form a group for the purposes of achieving certification and gaining eligibility for a sampling approach to certification audits.

4. Procedures for Implementing Audits

4.1 Eligibility Criteria

- 4.1.1 Multi-site organizations using IAF-MD1 as the basis for sampling shall meet the eligibility criteria established in IAF-MD1, including, but not limited to, the following:
- a. The processes at all sites have to be substantially of the same kind and have to be operated to similar methods and procedures.
 - b. The organization's management system shall be under a centrally controlled and administered plan and be subject to central management review and all relative sites (including the central administration function) shall be subject to the organization's internal audit program.
 - c. It shall be demonstrated that the central office of the organization has established a management system in accordance with the *SFI 2015-2019 Standards* and that the whole organization meets the requirements of the standard.
 - d. The organization should demonstrate its ability to collect and analyze data (including, but not limited to, the items listed below) from all sites including the central office and its authority and also demonstrate its authority and ability to initiate organizational change if required:
 - i. System documentation and system changes;
 - ii. Management review;
 - iii. Complaints;
 - iv. Evaluation of corrective actions;
 - v. Internal audit planning and evaluation of the results;
 - vi. Changes to aspects and associated impacts for environmental management systems and
 - vii. Different legal requirements.

4.1.2 Multi-Site Organizations using alternate approaches to sampling provided for in 5.1 of the *Audit Procedures and Auditor Qualifications and Accreditation* document shall meet all of the eligibility requirements specified in 4.1.1 above. Deviation from the sampling requirements specified in IAF MD-1 is only permissible in exceptional (i.e., limited) circumstances. In addition, the following requirements must also be met:

- a. The alternate sampling approach must be accompanied by a written justification demonstrating that the same level of confidence in conformity with the *SFI 2015-2019 Standards* across all of the sites included in the certification can be obtained.
- b. A legal or contractual link shall exist between all sites.
- c. The scope and scale of activities carried out by participating sites shall be similar.
- d. The management system framework shall be consistent across all sites (allowing for site level procedures to reflect variable local factors).
- e. A Central Function¹ shall be established that shall:
 - i. provide a commitment on behalf of the whole multi-site organization to establish and maintain practices and procedures in accordance with the requirements of the relevant standard;
 - ii. provide all the sites with information and guidance needed for effective implementation and maintenance of practices and procedures in accordance with the relevant standard;
 - iii. maintain the organizational or contractual connection with all sites covered by the multi-site organization including the right of the Central Function to exclude any site from participation in the certification in case of serious nonconformities with the relevant standard;
 - iv. keep a register of all the sites of the multi-site organization, including for the *SFI 2015-2019 Forest Management Standard* the forest area associated with each participating site;
 - v. maintain an internal audit or monitoring *program* sufficient to ensure overall organizational conformance with the relevant standard;²
 - vi. operate a review of the conformity of sites based on results of internal audit and/or monitoring data sufficient to assess Organizational performance as a whole rather than at the individual site level;
 - vii. establish corrective and preventive measures if required and evaluate the effectiveness of corrective actions taken; and
 - viii. establish procedures for inclusion of new sites within the multi-site organization including an internal assessment of conformity with the standard, implementation of corrective and relevant preventive measures and a requirement to inform the relevant *certification body* of changes in participation prior to including the sites within the scope of the certification.
- f. Functions and responsibilities of individual sites shall be established for:
 - i. implementing and maintaining the requirements of the relevant standard;
 - ii. responding effectively to all requests from the Central Function or *certification body* for relevant data, documentation or other information whether in connection with formal audits or reviews or otherwise;
 - iii. providing full co-operation and assistance in respect of the satisfactory completion of internal audits, reviews, monitoring, relevant routine inquiries or corrective actions; and
 - iv. implementing relevant corrective and preventive actions established by the central office.

4.1.3 Group certification organizations formed to achieve *SFI 2015-2019 Standards* certification, in addition to meeting either 4.1.1 or 4.1.2, shall submit all the forest area under management within the catchment area for the group certification (i.e., the group certification shall be defined in geographic terms at a logical scale such as county, region, state/province but once defined must include all sites managed by the central function within that geographic area).

4.1.4 Group certification organizations formed to achieve *SFI 2015-2019 Standards* certification shall establish connections with all participants based on a written agreement that shall include the participants' commitment to comply with the *SFI 2015-2019 Forest Management Standard* and/or the *SFI 2015-2019 Fiber Sourcing Standard*. The Central Function shall provide all participants with information and guidance required for the effective implementation of the sustainable forest management standard and other applicable requirements of the forest certification scheme. The group entity shall have a written contract or other written agreement with all participants covering the right of the group entity to implement and enforce any corrective or preventive measures, and to initiate the exclusion of any participant from the scope of certification in the event of nonconformity with the sustainable forest management standard.

¹ The Central Function comprises the system of processes and procedures necessary to manage the multi-site organization and is not a physical location.

² Annual performance data on overall organizational conformance implies that all sites have been internally audited, or monitored, prior to the initial audit and subsequent audit.

- 4.1.5 For audits of conformance with SFI Section 4 in the *SFI 2015-2019 Standards and Rules* document, multi-site organizations using either IAF-MD1 or alternate approaches to sampling shall ensure that all the relevant sites (including the central function) are subject to the organization's internal audit program and shall have been audited in accordance with that program prior to the certification body starting its assessment.

5. SFI Multi-Site Audit Activities

5.1 Sampling Approaches

- 5.1.1 *Certification bodies* auditing multi-site organizations using IAF -MD1 as the basis for sampling shall meet the sample selection and intensity criteria established in IAF -MD1.
- 5.1.2 *Certification bodies* auditing multi-site organizations using alternate approaches as the basis for sampling shall meet the following minimum sample selection and intensity criteria:
- stratification of the sites included within the multi-site certification based on the scope and scale of activities as well as previous audit findings, complaints and monitoring data collated by the central function;^{3,4}
 - a formal documented evaluation of the inherent and control risks at each of the sites participating in the multi-site certification;
 - a sample strategy designed to specifically address the identified risks;
 - consideration of the need for an element of randomness within the sampling strategy to address previously unidentified risks;
 - in cases where the multi-site organization maintains an internal audit *program* determined to be reliable the minimum sample size shall in no event be less than:
 - $\sqrt{n}$ for initial certification audits⁵
 - $0.6 \sqrt{n}$ for surveillance audits
 - $0.8 \sqrt{n}$ for re-certification audits
 - In cases where there the multi-site organization does not maintain an internal audit *program* determined to be reliable the minimum sample size shall in no event be less than $\sqrt{n}$ for initial certifications, surveillance audits and re-certification audits; and
 - In addition to site audits, the central function shall be audited on an annual basis.⁶

5.2 Audit Scope

- 5.2.1 At a minimum the audit sampling process shall address all elements of the standards on an:
- Annual basis for surveillance audits of conformance with SFI Sections 2, 3 and 4 of the *SFI 2015-2019 Standards and Rules* document.
 - Triennial basis for re-certification audits of conformance with the *SFI 2015-2019 Standards and Rules* Section 2 and Section 3.
 - Quinquennial basis for re-certification audits of conformance with the *SFI 2015-2019 Standards and Rules* Section 4.

5.3 Audit Duration

- 5.3.1 In determining the overall duration of multi-site audits the underlying objective is to maintain at least the same level of confidence that would be achieved under *IAF MD1*. When calculating audit days, consideration should be given to the general principles guiding audit time calculations outlined in ISO 17021:2011 Section 9.1.4 Determining audit time, IAF -MD5 and (for audits of integrated management systems) IAF MD11.

³ For example in a multi-site organization with three forest management operations and 15 procurement operations at a minimum, separate strata would be required for the woodlands and procurement operations. Under SFI 2015-2019 Sections 2 and 3, a range of processing facilities may be included under a single stratum to the extent that the nature and risks associated with the fiber supply are consistent across the facilities e.g., three sawmills a plywood mill and a pulp mill may be included within a single stratum if they are all using fiber with a similar risk profile (such as from a single state/province/region). If one of the sawmills imported tropical hardwoods, it would require a separate stratum.

⁴ In determining the impact of previous audit findings on a sample strategy consideration shall be given to both the need to formally close out prior audit findings (which may require a site visit) and the implications of previous audit findings for ongoing conformance with the applicable standard(s) by individual sites.

⁵ Where n = the number of sites within the stratum.

⁶ Auditing of the central function will be primarily based on interviews, document and record review and may be conducted through any combination of off-site audit activities, additional activities carried out through electronic record access at individual sites or visits to the central office as appropriate.

5.4 Nonconformities

5.4.1 Nonconformities identified at the site or organizational level shall be addressed by the central function considering both the site level implications and the broader implications for the organization as a whole.

5.4.2 If a *major nonconformity* is found, a certificate of conformance shall not be issued until the *certification body* verifies that corrective action approved by the *lead auditor* has been implemented at both the site level and for the organization as a whole.

5.4.3 *Certification bodies* shall close out identified *minor nonconformities* at the next scheduled audit. This may require an amendment to the site sampling strategy to ensure that open site-level nonconformities are closed out at the next audit.⁷

5.5 Audit Reporting

5.5.1 At a minimum, the *certification body* shall prepare a technical audit report that addresses the multi-site organization as a whole. Individual site level reports may be developed to summarize site level findings but do not eliminate the need for an organizational level report.

6. Competence and Evaluation of Certification Bodies

6.1 Prior to conducting multi-site certification under the methodologies described in this appendix *certification bodies* shall have documented procedures in place to guide *audit teams* in the planning, conduct and reporting of multi-site certification audits.

7. Public Communication and Claims Regarding Multi-Site Certificates

7.1 For audits of the *SFI 2015-2019 Standards and Rules* Section 2 and Section 3 requirements, *certification bodies* shall prepare a summary audit report that, in addition to the requirements of the *SFI Communications and Public Reporting* (Section 10) in the *SFI 2015-2019 Standards and Rules* document, indicates:

- a. the fact that the certification is a multi-site certification;
- b. whether the multi-site organization is a group certification organization;
- c. the sampling approach (strata, location, number of sites sampled and the percentage of sites sampled within each stratum); and
- d. any changes in the scope of the multi-site certification since the last public summary report.

7.2 Certificates issued to multi-site organizations shall be issued to the central function and include an appendix listing the participating sites. The central function shall provide a copy of the certificate to all participating sites. The certificate shall list all participants.

8. Interpretations, Public Inquiries and Official Complaints

8.1 In assessing the validity of complaints raised in relation to a specific site within a multi-site organization, *certification bodies* shall investigate the complaint at the site level and (where relevant) at the organizational level.⁸

⁷ For example, where Operation A has a *minor nonconformity* raised in 2015, it will be necessary to close this out in 2016 regardless of whether Operation A was scheduled to be one of the sites sampled in 2016. As a result, the sampling strategy will need to include a process for closing out open site-level nonconformities.

⁸ For example, where a complaint has implications for the effectiveness of a process carried out by the central function (such as procedures, monitoring or internal audit) then the implications for the reliability of information from other sites within the organization shall also be considered.

SECTION 10

COMMUNICATIONS AND PUBLIC REPORTING

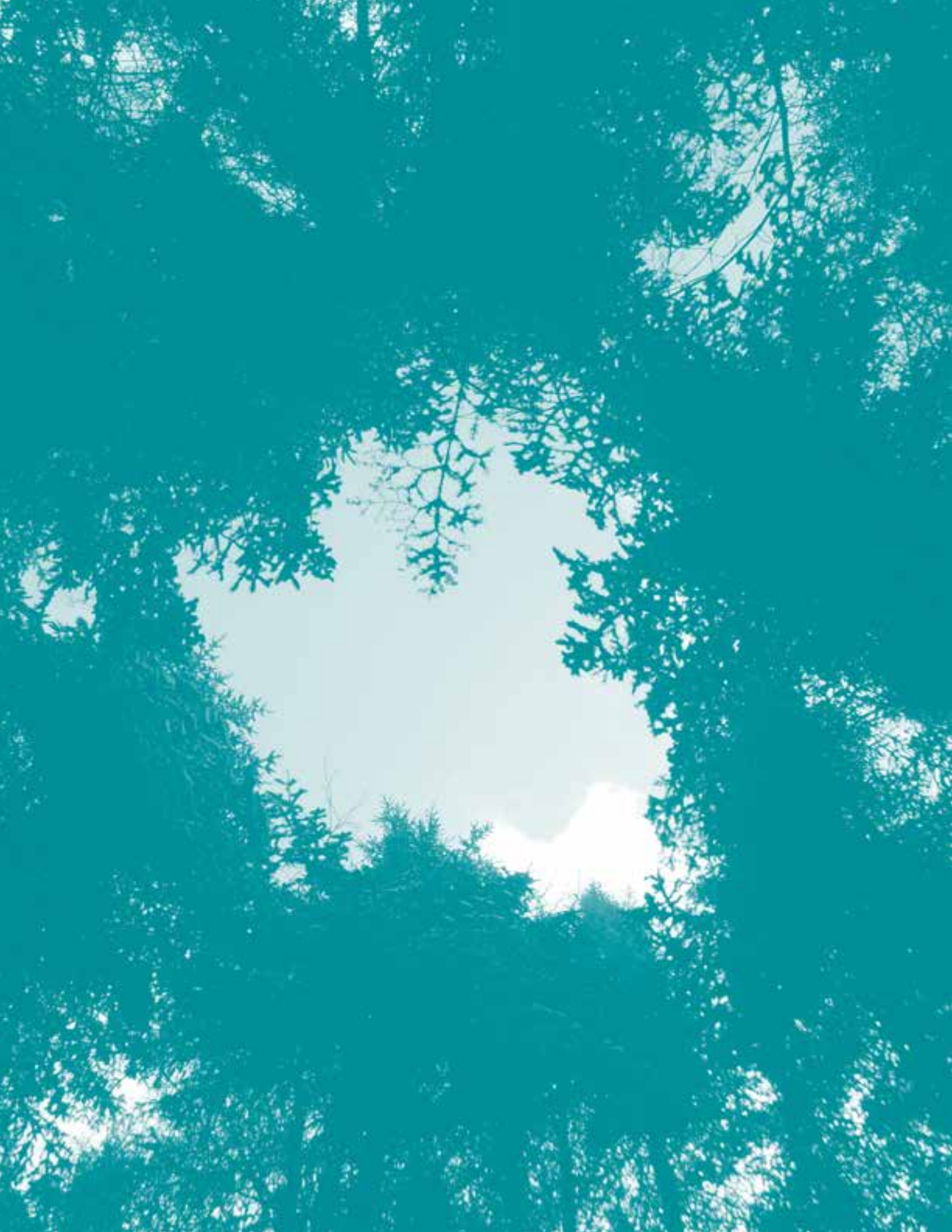


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COMMUNICATIONS AND PUBLIC REPORTING

PREPARING AND SUBMITTING A PUBLIC REPORT – SFI 2015-2019 FOREST MANAGEMENT STANDARD

A *SFI Program Participant* shall provide a summary audit report (one copy must be in English) to *SFI Inc.* after the successful completion of certification, recertification, or surveillance audit to the *SFI 2015-2019 Forest Management Standard*. The summary audit report will be posted on the *SFI Inc.* website (www.sfiprogram.org) for public review.

The *certification body* shall prepare the *SFI 2015-2019 Forest Management Standard* summary audit report, which shall include, at a minimum:

- a. a description of the audit process, *objectives* and scope. This shall include:
 - the specific SFI objectives that were within the scope of the audit;
 - a description of the sampling approach (consistent with IAF MD-1 and, where appropriate, adopting a risk based approach) outlining the strata, location and number of sites sampled and the percentage of sites sampled within each stratum; and
 - the sampling size, including the number of roads, harvesting blocks and silviculture sites physically inspected during the audit.
- b. a description of substitute *indicators*, if any, used in the audit and a rationale for each;
- c. the name of the *SFI Program Participant* that was audited, including its *SFI* representative;
- d. a general description of the *Program Participant's* forest lands included in the audits. This shall include:
 - a general description of the management plan outlining forest management policies and objectives;
 - an outline of the area of ownership (including the number of acres/hectares under management and provide a description of key ecological features);
 - a general description of major timber types with a general characterization of management approaches used (natural regeneration vs. planting, thinning regimes, even-aged vs. uneven-aged silvicultural; and
 - The long-term harvest level and the participant's conformance to this.
- e. a description of the audit team. This shall include the names and professional qualifications of the lead auditor, all *audit team* members and any *technical experts* who participated in the audit. This may include the names and affiliations of any audit observers and an explanation of their role;
- f. the dates the audit was conducted and completed. This shall include the number of auditor days spent to conduct the audit, broken down by auditor time spent off and on-site. This shall include the specific woods operations visited if there is more than one operation/region associated with the certificate;
- g. a summary of the findings, including general descriptions of evidence of conformity and any nonconformities (reported at the Performance Measure level) and corrective action plans to address them, opportunities for improvement, and exceptional practices. This shall include:
 - a description of the evidence examined for each SFI objective within the scope of the audit and
 - an update on the status of previous non-conformities, if any.
- h. the certification decision.

Guidance to Certification Bodies per Section 6 - 3.3 Temporal Scale: It is SFI's expectation that *certification bodies* shall audit sustainable harvest levels based on the criteria specified in Performance Measure 1.1, taking into account the maintenance of *landscape level biodiversity*, and confirming that any increases in planned harvest level(s) are consistent with the SFI Program Participant's forest management plan. Additionally, sustainable harvest levels or government regulated allowable annual harvest should not be exceeded for extended periods of time unless a substantive ecological rationale is developed to justify the elevation, examples of which could include a response to forest health emergencies such as beetle epidemics or sanitation logging of forests impacted by catastrophic wildfire, ice storm or wind damage. In instances where harvest levels are exceeded for extended periods, a documented plan must be in place to demonstrate how harvest planning will achieve a return to the long-term sustainable harvest levels over one rotation.

REPARING AND SUBMITTING A PUBLIC REPORT – SFI 2015-2019 FIBER SOURCING STANDARD

A *SFI Program Participant* shall provide a summary audit report (one copy must be in English) to *SFI Inc.* after the successful completion of certification, recertification, or surveillance audit to the *SFI 2015-2019 Fiber Sourcing Standard*. The summary audit report will be posted on the *SFI Inc.* website (www.sfiprogram.org) for public review.

The *certification body* shall prepare the *SFI 2015-2019 Fiber Sourcing Standard* summary audit report, which shall include, at a minimum:

- a. a description of the audit process, *objectives* and scope. This shall include:
 - the specific SFI objectives that were within the scope of the audit;
 - a description of the sampling approach (consistent with IAF MD-1 and, where appropriate, adopting a risk based approach) outlining the strata, location and number of sites sampled and the percentage of sites sampled within each stratum; and
 - the sampling size, including the number of roads, harvesting blocks and silviculture sites physically inspected during the audit.
- b. a description of substitute *indicators*, if any, used in the audit and a rationale for each;
- c. the name of the *SFI Program Participant* that was audited, including its *SFI* representative;
- d. a general description of the *Program Participant's fiber sourcing* and manufacturing operations included in the audits. This shall include:
 - an outline of the manufacturing operations within the scope of the certificate (including the types of mills and their relative reliance of procurement for their fiber needs);
 - a general description of the fiber sourcing program, specifically indicating whether or not the organization has a purchased stumpage program;
 - a general description of the verifiable monitoring system in place; and
 - an outline of the area from which fiber is procured.
- e. a description of the audit team. This shall include the names and professional qualifications of the lead auditor, all *audit team* members and any *technical experts* who participated in the audit. This may include the names and affiliations of any audit observers and an explanation of their role;

- f. the dates the audit was conducted and completed. This shall include the number of auditor days spent to conduct the audit, broken down by auditor time spent off and on-site. This shall include the specific woods operations visited if there is more than one operation/region associated with the certificate;
- g. a summary of the findings, including general descriptions of evidence of conformity and any nonconformities (reported at the Performance Measure level) and corrective action plans to address them, opportunities for improvement, and exceptional practices. This shall include:
 - a description of the evidence examined for each SFI objective within the scope of the audit and
 - an update on the status of previous non-conformities, if any.
- h. the certification decision.

SECTION 1

PUBLIC INQUIRIES AND OFFICIAL COMPLAINTS



JANUARY 2015



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PUBLIC INQUIRIES AND OFFICIAL COMPLAINTS

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SECTION 1

PUBLIC INQUIRIES AND OFFICIAL COMPLAINTS

INTRODUCTION

A process that openly investigates concerns and official complaints is an important component of any legitimate certification program. The transparency requirements of the SFI 2015-2019 Standards and supporting documents allow individuals and organizations to bring forward questions and concerns using two different processes as outlined in this section.

The “Public Inquiries Regarding Inconsistent Practices” (number 1 below) shall be used for general inquiries from the public and to promptly review and apply corrective actions, if warranted, in situations where isolated deficiencies in implementing the requirements of the SFI Forest Management, Fiber Sourcing or Chain-of-Custody Standards may have occurred.

Inquiries that involve multiple or systemic instances of alleged nonconformity that challenge the validity of a certification shall be addressed using the process outlined in “Official Complaints Questioning the Validity of a Certification” (number 2 below).

An official complaint does not challenge the credibility or the content of the standard requirements; rather it challenges the audit findings and the decision of the certification body to grant the certification, or events occurring since the audit that question the maintenance of the certification.

In instances where there is disagreement on the process to be applied, SFI Inc. shall serve as the higher authority in determining which process is most appropriate.

1. PUBLIC INQUIRIES REGARDING INCONSISTENT PRACTICES

Any party with information or claims about a *Program Participant's* individual practices that may be in nonconformity with *SFI 2015-2019 Forest Management Standard* or the *SFI 2015-2019 Fiber Sourcing Standard* may seek to have those claims investigated.

The complainant shall present specific claim(s) of inconsistent practice in writing and in sufficient detail to the *Program Participant*. Within 45 days of receipt of the claim of inconsistent practice, the *Program Participant* shall respond to the complainant and forward a copy of the claim of inconsistent practice and its response to their *certification body* for review via surveillance or certification audits. The *certification body* shall investigate the validity of the inconsistent practice and the *Program Participant's* response and resolution of the claim at the time of the next scheduled surveillance audit.

A complainant who believes the issue has not been satisfactorily resolved may provide its original documentation and the response from the *Program Participant* to the appropriate *SFI Implementation Committee Inconsistent Practices Program*, which shall investigate and respond to the claim of inconsistent practice(s) within 45 days of receipt of documentation. The *SFI Implementation Committee* shall provide copies of its findings and any recommended actions to both the *Program Participant* and the complainant. The *Program Participant* shall forward the results of the *SFI Implementation Committee* investigation to its *certification body*.

In the event litigation is involved between the external party and Program Participant, the inconsistent practices process shall be suspended pending resolution of the litigation. It shall be re-started following resolution of the litigation if SFI nonconformity issues remain.

2. OFFICIAL COMPLAINTS QUESTIONING THE VALIDITY OF A CERTIFICATION TO SFI 2015-2019 FOREST MANAGEMENT STANDARD OR SFI 2015-2019 FIBER SOURCING STANDARD

The official complaint process is an important component of any legitimate certification program, including the *SFI* program. The official complaint process allows individuals or organizations to have their complaint regarding the validity of a certification openly and independently investigated. A complaint does not challenge the credibility or the content of the *SFI 2015-2019 Forest Management Standard* or *SFI 2015-2019 Fiber Sourcing Standard*, rather it challenges the audit findings and the decision to grant the certification, or events that have happened since the last audit that questions the maintenance of the certification.

2.1 Official Complaint Process

- 2.1.1 The complainant outlines their concerns in a letter to the *Program Participant's certification body*.
- 2.1.2 The *certification body* may request additional specifics associated with the concerns and will investigate the issue in accordance with their official complaint procedures that were approved by their accreditation body.
- 2.1.3 If the *certification body* finds a sound basis for the official complaint then it would require the *Program Participant* to take corrective action to address the complaint and advise the complainant accordingly.
- 2.1.4 If the *certification body* does not find a sound basis for the complaint and determines the certification was appropriately granted and *Program Participant's* performance has not changed since the certification, it would inform the complainant of this.
- 2.1.5 If the findings of the *certification body* do not satisfy the complainant then they can appeal to the accreditation body that accredited the *certification body*, which is either ANSI-ASQ National Accreditation Body (www.anab.org) or the Standards Council of Canada (www.scc.ca). The accreditation body would then conduct its own investigation into the complaint as the highest authority.
- 2.1.6 In the event litigation is involved between the complainant and the *Program Participant*, the complaint process shall be suspended pending resolution of the litigation. It shall be re-started following resolution of the litigation if *SFI* nonconformity issues remain.

3. PUBLIC INQUIRIES REGARDING INCONSISTENT PRACTICES AND THE ILO CORE CONVENTIONS (87, 98 AND 111)

Any party with information or claims about a *Program Participant's* individual practices that may be in nonconformity may seek to have those claims investigated.

The complainant shall present specific claims of nonconformity in writing and in sufficient detail to the *Program Participant*. Within 45 days of receipt of the complaint, the *Program Participant* shall respond to the complainant and forward a copy of the complaint and its response to the *Program Participant's certification body* for future review via surveillance or certification audits.

A complainant who believes the issue has not been satisfactorily resolved may provide its original documentation and the response from the *Program Participant* to the *SFI ILO Task Force*, which shall investigate the allegations and provide copies of its findings and any recommended actions to the *SFI Inc.* Board of Directors bi-annually. The *SFI Inc.* Board of Directors shall provide copies of its findings and required actions to the *SFI ILO Task Force*, the *Program Participant*, *certification body* and the complainant.

Concerns regarding compliance with other labor laws and regulations are not covered by the process here in Section 11 part 3. In addition, any ILO related issue that is being addressed through a formal grievance process or before any of the agencies established by the U.S. National Labor Relations Act (NLRA), the appropriate Provincial Labour Code or Act, or the courts until those processes are completed will not be subject to review, consideration or recommendations by the *SFI ILO Task Force* nor by the *SFI Inc.* Board of Directors.

4. CHALLENGES OR COMPLAINTS REGARDING SFI ON-PRODUCT LABEL USE (SECTION 5)

4.1 The *Office of Label Use and Licensing* will hear challenges or complaints regarding *SFI* on-product label use

4.2 If an *SFI* on-product *label user* fails to comply with any aspects of this document, approval for *SFI* on-product label use may be withdrawn.

4.3 Any party with information or claims about the practices of a *Program Participant* or *label user*, or questions about the validity of a *Program Participant's* label use in accordance with the requirements of *SFI* Section 5 may seek to have those claims investigated, as outlined below.

4.3.1 The complainant should outline concerns in a letter to the certificate holder or *label user*.

4.3.2 Within 45 days, the certificate holder or *label user* shall respond to the complainant, and forward a copy of the complaint and response to its *SFI certification body*.

4.3.3 The *SFI certification body* shall investigate the validity of the complaint based on the seriousness of the claim, and respond no later than the next annual assessment.

4.3.4 If the complainant is not satisfied, they may provide the original documentation and response to the *SFI Office of Label Use and Licensing*, which shall investigate and respond within 45 days.

4.4 Upon reviewing the information, the *SFI Office of Label Use and Licensing* may:

- a. seek more information from the complainant or the certificate holder or *label user* before making a final determination; or
- b. find that the complaint is without merit and no further action is required; or
- c. find that corrective actions are necessary; or
- d. if the certificate holder or *label user* fails to take appropriate corrective measures or if no action would be sufficient to remedy the situation, suspend the label license.

SECTION 12

OPTIONAL MODULES



JANUARY 2015

SUSTAINABLE
FORESTRY
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SFI-00001





OPTIONAL MODULES

SFI Inc. has developed a process for the *SFI program* to address emerging issues and new opportunities, such as start-up templates for new *Program Participants*, carbon markets, short rotation woody crops, conservation easements, small lands, etc. through optional modules developed by *SFI Inc.* and approved by the *SFI Inc.* Board of Directors. These modules will provide implementation assistance using case studies or optional certification requirements to address specific issues of benefit to the *SFI program*. Any modules developed prior to the next standard review process in 2019 will be added in this section.

SECTION 13

SFI DEFINITIONS



JANUARY 2015



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SFI DEFINITIONS

The following definitions apply to *italicized* words in the *SFI 2015-2019 Standards and Rules*.

afforestation: The establishment of a forest or *stand* in an area where the preceding vegetation or land use was not forest.

Alliance for Zero Extinction: A global initiative of *biodiversity conservation* organizations, which aims to prevent extinctions by identifying and safeguarding key sites where species are in imminent danger of disappearing. The goal of the Alliance is to create a front line of defense against extinction by eliminating threats and restoring *habitat* to allow species populations to rebound.

American Tree Farm System® (ATFS): A national program that promotes the sustainable management of forests through education and outreach to private forest landowners.

aquatic habitat: An area where water is the principal medium and that provides the resources and environmental conditions to support occupancy, survival and reproduction by individuals of a given species.

aquatic species: Animals that live on or within water during some stage of their development.

auditor: A person with the competence to conduct an audit [ISO 19011:2002, 3.8].

audit team: One or more *auditors* conducting an audit, supported if needed by *technical experts* [ISO 19011:2002, 3.9].

available regulatory action information: Statistics or regulatory compliance data collected by a federal, state, provincial, or local government agency. Note: Although conformance with laws is the intent, *certification bodies* are directed to look for a spirit and general record of compliance rather than isolated or unusual instances of deviation.

best management practices (BMPs): A practice or combination of practices for *protection* of water quality that is determined by a federal, provincial, state, or local government or other responsible entity, after problem assessment, examination of alternative practices, and appropriate public participation, to be the most effective and practicable (including technological, economic, and institutional considerations) means of conducting a forest management operation while addressing any environmental considerations.

best scientific information: Available factual information that is generally accepted by the broad scientific community. It includes, but is not limited to, peer-reviewed scientific information obtainable from any source, including government and non-governmental sources, that have been verified by field testing to the maximum extent feasible.

Biodiversity hotspots: A biogeographic *conservation* region with more than 1,500 endemic plant species and less than 30 percent of its historical extent. [Further information can be found under Descriptions of *Biodiversity Hotspots* and *High-Biodiversity Wilderness Areas* in Section 6 – Guidance to *SFI 2015-2019 Standards*.]

bioenergy feedstock: Biomass used for the production of renewable energy. Biomass includes any organic products and byproducts derived from trees, plants and other biological organic matter, including limbs, bark and other cellulosic material, organic byproducts from wood pulping, and other biologically derived materials.

biological diversity, biodiversity: The variety and abundance of life forms, processes, functions, and structures of plants, animals and other living organisms, including the relative complexity of species, communities, gene pools and ecosystems at spatial scales that range from local to regional to global.

certification body: An independent *third party* that is accredited by:

- ANSI-ASQ National Accreditation Board (ANAB) as being competent to conduct certifications to the *SFI 2015-2019 Forest Management* and *SFI 2015-2019 Fiber Sourcing Standards*.
- American National Standards Institute (ANSI) as being competent to conduct certifications to the *SFI 2015-2019 Chain-of-Custody Standard* and Appendix 1 of the *SFI 2015-2019 Fiber Sourcing Standard*.
- Standards Council of Canada (SCC) as being competent to conduct certifications to the *SFI 2015-2019 Forest Management*, *SFI 2015-2019 Fiber Sourcing Standard* and *SFI 2015-2019 Chain-of-Custody Standard*.

certified content: Raw material that can count towards the calculation of *certified content* percentages in chain-of-custody tracking. Below are the acceptable *certified content* sources.

certified forest content: Raw material from lands third-party certified to *acceptable forest management standards*.

acceptable forest management standards: These standards are all endorsed in the United States and Canada by the Program for the Endorsement of Forest Certification schemes (PEFC).

- *SFI 2015-2019 Forest Management Standard*
- Canadian Standards Association (CAN/CSA-Z809)
- Canadian Standards Association (CAN/CSA-Z804)
- *American Tree Farm System (ATFS)* individual and group certification

post-consumer recycled content: 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.

Any claims about *post-consumer recycled content* by *Program Participants* and *label users* shall be accurate and consistent with applicable law. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies, and national, state and provincial consumer protection and competition laws.

Pre-consumer recycled content: Material diverted from the waste stream during a manufacturing process. It does not include materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process.

Any claims about *pre-consumer recycled content* by *Program Participants* or *label users* shall be accurate and consistent with applicable law. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies and national, state and provincial consumer protection and competition laws.

certified logging professional: A *qualified logging professional* who has successfully completed and is a member in good standing, of a credible logger certification program recognized by the *SFI Implementation Committee* as meeting the criteria of Performance Measure 11.2 in the *SFI 2015-2019 Forest Management Standard* or Performance Measure 6.2 in the *SFI 2015-2019 Fiber Sourcing Standard*.

certified sourcing: Raw material sourced from the following sources confirmed by a *certification body*:

- Fiber that conforms with the *SFI 2015-2019 Fiber Sourcing Standard*; and/or
- *Pre-Consumer Recycled Content*: Material diverted from the waste stream during a manufacturing process. It does not include materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process.

Any claims about *pre-consumer recycled content* by *Program Participants* or *label users* shall be accurate and consistent with applicable law. *Program Participants* and *label users* are

encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies and national, state and provincial consumer protection and competition laws; and/or

- *Post-consumer recycled content*: 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.

Any claims about *post-consumer recycled content* by *Program Participants* and *label users* shall be accurate and consistent with applicable law. *Program Participants* and *label users* are encouraged to consult the U.S. Federal Trade Commission's guidelines on environmental claims in product advertising and communication and the guidelines on environmental labeling and advertising issued by the Fair Business Practices Branch of Industry Canada's Competition Bureau, as appropriate, and to seek additional information and direction from national accreditation bodies, national standards bodies, and national, state and provincial consumer protection and competition laws; and/or

- *Certified forest content*: Includes content from specific forest tracts that are third-party certified to conform with the *SFI 2015-2019 Forest Management Standard* or other *acceptable forest management standards* (e.g., CAN/CSA-Z809, CAN/CSA-Z804, and ATFS); and/or
- *Non-controversial sources*: If the raw material is sourced from outside of the United States and Canada, the organization shall establish adequate measures to ensure that the labeled products do not come from *controversial sources*. See Section 4, Part 4 on the process to avoid *controversial sources*. Up to one third of the supply for secondary producers can come from *non-controversial sources* for use of the *Certified Sourcing* label; the other two-thirds must come from the sources defined under the *certified sourcing* definition— fiber that conforms with the *SFI 2015-2019 Fiber Sourcing Standard*, and/or *pre-consumer recycled content*, and/or *post-consumer recycled content*, and/or *certified forest content*.

claim period: Time period for which the chain-of-custody claim applies.

climate change: A change in the state of the climate that can be identified (e.g., by using statistical tests) by changes in the mean and/or the variability of its properties and that persists for an extended period typically decades or longer. *Climate change* may be due to natural internal processes or external forcings or to persistent anthropogenic changes in the composition of the atmosphere or in land use. *Note: Taken from the Intergovernmental Panel on Climate Change (IPPC).*

conservation: 1. *Protection of plant and animal habitat.* 2. The management of a renewable natural resource with the objective of sustaining its *productivity* in perpetuity while providing for human use compatible with sustainability of the resource.

controversial sources:

- a. Forest activities which are not in compliance with applicable state, provincial or federal laws, particularly as they may relate to:
 - *conversion sources,*
 - legally required *protection of threatened and endangered species,*
 - requirements of CITES (The Convention on International Trade in Endangered Species of Wild Fauna and Flora)
 - legally required management of areas with designated high environmental and cultural values,
 - labor regulations relating to forest workers,
 - *Indigenous Peoples'* property, tenure and use rights.
- b. Fiber sourced from *illegal logging.*
- c. *Fiber sourced from areas without effective social laws.*

illegal logging: Harvesting and trading of wood fiber in violation of applicable laws and regulations in the country of harvest.

fiber sourced from areas without effective social laws: The United States and Canada have a strong legal framework. Fiber from countries without effective laws addressing the following will need a risk assessment:

1. workers' health and safety;
2. fair labor practices;
3. *Indigenous Peoples'* rights;
4. anti-discrimination and anti-harassment measures;
5. prevailing wages; and
6. workers' right to organize.

conversion sources: Roundwood and/or chips produced from conversion of forestland to other land uses. Manufacturers cannot include it when calculating *certified forest content.*

critically imperiled: A plant or animal or community, often referred to as G1, that is globally extremely rare or, because of some factor(s), especially vulnerable to extinction. Typically, five or fewer occurrences or populations remain, or very few individuals (<1,000), acres (<2,000 acres or 809 hectares), or linear miles (<10 miles or 16 kilometers) exist. (Further information can be found under *Forests with Exceptional Conservation Value* in Section 6 – Guidance to SFI 2015-2019 Standards.)

culturally important: Having significance for or being representative of human activities or beliefs (e.g., documented areas such as cemeteries, sacred sites).

degree: A professional academic *degree* (e.g., bachelor's) or equivalent.

direct supplier: An individual or organization with whom a *Program Participant* has a direct contractual relationship for *fiber sourcing.*

economic viability: The economic incentive necessary to keep forest ownerships profitable and competitive, and to keep people gainfully employed.

ecosystem services: Components of nature, directly enjoyed, consumed, or used to yield human well-being.

exotic tree species: A tree species introduced from outside its natural range. This does not include species that have become naturalized in an area and have a naturally reproducing population. (Note: Hybrids of *native* species or *native* plants that have been derived from genetic tree improvement and biotechnology *programs* are not considered exotic species.)

fiber sourcing: Acquisition of roundwood (e.g., sawlogs or pulpwood) and field-manufactured or primary-mill residual chips, pulp and veneer to support a forest products facility.

forest cover type: Classification of a forest *stand* by the dominant tree species or combination of tree species present. Unless required to use a regulatory system of *forest cover type* classification the *Program Participant* shall use the Society of American Foresters Forest Cover Types of the United States and Canada (Eyre, 1980).

forest health: The perceived condition of a forest derived from concerns about such factors as its age, structure, composition, function, vigor, presence of unusual levels of insects or disease, and resilience to disturbance.

forest inventory: 1. A set of objective sampling methods that quantify the spatial distribution, composition and rates of change of forest parameters within specified levels of precision for management purposes. 2. The listing of data from such a survey.

Forest Legacy Program: The Forest Legacy Program, a voluntary U.S. government program in partnership with the states, supports state efforts to protect environmentally sensitive forest lands that are privately owned.

forest tree biotechnology: As commonly used, *forest tree biotechnology* encompasses structural and functional studies of genes and genomes (including development and application of genetic markers); various methods of vegetative reproduction such as micropropagation, tissue culture, and somatic embryogenesis; and genetic engineering (GE), which is the physical manipulation and asexual insertion of genes into organisms.

forestry: The profession embracing the science, art and practice of creating, managing, using and conserving forests and associated resources for human benefit and in a sustainable manner to meet desired goals, needs and values.

forestry enterprise: A business engaged in the management of forestland, having its own functions and administration and comprising one or more operating units (this does not include independent contractors).

Forests with Exceptional Conservation Value: *Critically imperiled* [G1] and *imperiled* [G2] species and ecological communities.

critically imperiled: A plant or animal or community, often referred to as G1, that is globally extremely rare or, because of some factor(s), especially vulnerable to extinction. Typically, five or fewer occurrences or populations remain, or very few individuals (<1,000), acres (<2,000 acres or 809 hectares), or linear miles (<10 miles or 16 kilometers) exist (Further information can be found under *Forests with Exceptional Conservation Value* in Section 6 of the *SFI Standards and Rules*).

imperiled: A plant or animal or community, often referred to as G2, that is globally rare or, because of some factor(s), is very vulnerable to extinction or elimination. Typically, six to 20 occurrences, or few remaining individuals (1,000 to 3,000), or acres (2,000 to 10,000 acres or 809 to 4,047 hectares), or linear miles (10 to 50 miles or 16 to 80.5 kilometers) exist. (Further information can be found under *Forests with Exceptional Conservation Value* in Section 6 of the *SFI Standards and Rules*.)

geographic information system (GIS): An organized collection of computer systems, personnel, knowledge and procedures designed to capture, store, update, manipulate, analyze, report and display forms of geographically referenced information and descriptive information.

green-up requirement: Previously clearcut harvest areas must have trees at least 3 years old or 5 feet (1.5 meters) high at the desired level of stocking before adjacent areas are clearcut.

growing stock: All the trees growing in a forest or in a specified part of it that meet specified standards of size, quality and vigor; generally expressed in terms of number or volume.

growth and drain: The average annual net increase in the volume of trees during the period between inventories (including the increment in net volume of trees at the beginning of the specific year surviving to its end, plus the net volume of trees reaching the minimum size class during the year, minus the volume of trees that died during the year, and minus the net volume of trees that became cull trees during the year) minus the net volume of *growing stock* trees removed from the *forest inventory* during a specified year by harvesting, cultural operations such as timber *stand* improvement, or land clearing.

growth-and-yield model: A set of relationships, usually expressed as equations and embodied in a computer program or tables, that provides estimates of future *stand* development given initial *stand* conditions and a specified management regime.

habitat: 1. A unit area of environment. 2. The place, natural or otherwise (including climate, food, cover and water) where an individual or population of animals or plants naturally or normally lives and develops.

high-biodiversity wilderness areas: The world's largest-remaining tracts of tropical forest that are more than 75 percent intact. These areas are characterized by extraordinary biological richness, including exceptional concentrations of endemic species, and are also of crucial importance to climate regulation, watershed *protection*, and maintenance of traditional Indigenous lifestyles (Further information can be found under Descriptions of *Biodiversity Hotspots* and *High-Biodiversity Wilderness Areas* in Section 6 of the *SFI* requirements document).

illegal logging: Harvesting and trading of wood fiber in violation of applicable laws and regulations in the country of harvest.

imperiled: A plant or animal or community, often referred to as G2, that is globally rare or, because of some factor(s), is very vulnerable to extinction or elimination. Typically, six to 20 occurrences, or few remaining individuals (1,000 to 3,000), or acres (2,000 to 10,000 acres or 809 to 4,047 hectares), or linear miles (10 to 50 miles or 16 to 80.5 kilometers) exist. (Further information can be found under *Forests with Exceptional Conservation Value* in *SFI* Section 6 - Guidance to *SFI 2015-2019 Standards*.)

improved planting stock: Products of tree improvement *programs* in which the parent trees were selected through Mendelian crosses for increased growth, pest resistance, or other desirable characteristics.

indicator: In the *SFI program*, a specific metric that provides information about an organization's *forestry* and environmental performance, and that is integral to assessing conformance to the *SFI 2015-2019 Standards' objectives and performance measures*.

Indigenous Peoples: Inclusive of all *Indigenous Peoples* residing in Canada and the United States. More specifically, "*Indigenous Peoples*" is defined in the United States as members of federally recognized tribes and in Canada as those peoples that are defined by section 35(2) of the *Constitution Act*, 1982.

In the United States, the US Department of Interior: Bureau of Indian Affairs publishes a list of each of the 566 federally recognized tribes. The list is found at the following address:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/>

In Canada, Aboriginal Affairs and Northern Development Canada provides a list of the 633 registered Indian Bands. The list of Indian Bands divided by province is found at:
pse5-esd5.ainc-inac.gc.ca/fnp/Main/Search/SearchFN.aspx?lang=eng

integrated pest management: The maintenance of destructive agents, including insects at tolerable levels, by the planned use of a variety of preventive, suppressive or regulatory tactics and strategies that are ecologically and economically efficient and socially acceptable.

invasive exotic plants and animals: Species introduced from another country or geographic region outside its natural range that may have fewer natural population controls in the new environment, becoming a pest or nuisance species.

label users: Any *Program Participant*, label licensee, secondary manufacturer, publisher, printer, retailer or distributor who has obtained a license to use the label; met Section 5 - Rules For Use Of SFI On-and Off-Product Labels; and obtained approval from the *SFI Office of Label Use and Licensing* to use the *SFI* on-product label for at least one product or manufacturing unit.

land classification: The process of designating areas of land into classes or strata that are sufficiently homogeneous in their physical, vegetative and development attributes.

landscape: 1. A spatial mosaic of multiple ecosystems, landforms, and plant communities across a defined area irrespective of ownership or other artificial boundaries and repeated in similar form throughout. 2. An area of land characterized by:

- similar biogeoclimatic conditions that influence site potential;
- similar historical disturbance regimes that influence vegetation structure and species composition; and
- sufficient size to provide the range of *habitat* conditions for naturally occurring communities (except for a few megafauna with large spatial needs, e.g., wolves).

lead auditor: An *auditor* appointed to lead an *audit team*. Also referred to as an *audit team leader* (ISO 19011:2002, 3.9, note 1).

least-toxic and narrowest-spectrum pesticide: A chemical preparation used to control site-specific pests that *minimizes* impact to non-target organisms and causes the least impact to while meeting management objectives. The management objectives should consider the target pest, the degree of control needed, cost, and other issues, such as season and timing of application, rates and methods, terrain, forest conditions, and the presence or absence of water bodies.

long-term: Extending over a relatively long time period – for the *SFI 2015-2019 Standards*, this means the length of one forest management rotation or longer.

major nonconformity: One or more of the *SFI 2015-2019 Standard(s)* *performance measures* or *indicators* has not been addressed or has not been implemented to the extent that a systematic failure of a *Program Participant's SFI* system to meet an *SFI objective, performance measure* or *indicator* occurs.

management responsibilities on public lands: Accountability for developing plans and translating public agencies' missions, goals and *objectives* to an organized set of actions.

minimize: To do only that which is necessary and appropriate to accomplish the task or *objective* described.

minor nonconformity: An isolated lapse in *SFI 2015-2019 Standard(s)* *program* implementation which does not indicate a systematic failure to consistently meet an *SFI objective, performance measure* or *indicator*.

native: Species of ecological communities occurring naturally in an area, as neither a direct or indirect consequence of recent human activity.

natural regeneration: Establishment of a plant or a plant age class from natural seeding, sprouting, suckering or layering.

neutral sources: Raw material that is not counted towards or against the calculation of the *certified content* percentages in chain-of-custody tracking or *certified sourcing* tracking in *SFI* Sections 3 and 4. Below are the acceptable *neutral sources*.

- Agricultural products (e.g., cotton or other non-wood fibers and biomass from wood fiber legally classified as agricultural by state, provincial or local government) and agricultural residues.
- *Post-consumer recycled content* and *pre-consumer recycled content* may be tracked as a neutral source when not making post-consumer or pre-consumer claims about the product.

non-forested wetland: A transitional area between aquatic and terrestrial ecosystems that does not support tree cover and is inundated or saturated for periods long enough to produce hydric soils and support hydrophytic vegetation.

non-timber forest products (NTFPs): Products derived from forests other than roundwood or wood chips. Examples include, but are not limited to, seeds, fruits, nuts, honey, maple syrup and mushrooms.

objective: In the *SFI 2015-2019 Forest Management Standard* and *SFI 2015-2019 Fiber Sourcing Standard*, a fundamental goal of sustainable forest management.

Office of Label Use and Licensing: Provides administrative support and oversight of the *SFI* on-product labeling program, and serves as the depository for *SFI 2015-2019 Standards* certificates *SFI 2015-2019* Section 5 On-product label use certificates and PEFC ST 2002:2013 Chain of Custody of Forest Based Products-Requirements, May 24, 2013 certificates, and other documents that must be submitted to receive approval for use of the *SFI* on-product labels and claims.

old-growth forests: A forested ecosystem distinguished by old trees and related structural attributes, such as tree size, down woody debris, canopy levels, and species composition. *Program Participants* should utilize a definition specific to their region and particular forest types.

origin: The attributes of the raw material used in the product. This can be *certified forest content*, *certified sourcing* or *pre-consumer* or *post-consumer recycled content*.

other credible chain-of-custody standards: Standards capable of tracking fiber back to a forest certified to the *SFI 2015-2019 Standard* or other acceptable standards recognized by the *SFI program*. They include:

- PEFC ST 2002:2003 Chain of Custody of Forest Based Products-Requirements, May 24, 2013
- Additional *programs* may apply for similar recognition or be recognized by the *SFI program* in the future. The criteria used to assess other chain-of-custody standards can be found in *SFI* Section 4 [Appendix 3].

other wood supplier: A person who or organization that infrequently supplies wood fiber on a small scale, such as farmers and small-scale land-clearing operators.

performance measure: In the *SFI program*, a means of judging whether an *objective* has been fulfilled.

planting: The establishment of a group or *stand* of young trees created by direct seeding or by *planting* seedlings or plantlets.

policy: A written statement of commitment to meet an *objective* or to implement a defined *program* or plan to achieve an *objective* or outcome.

primary producers: Manufacturing units that manufacture forest products and source 50 percent or more (by weight) of their wood-based raw materials directly from *primary sources*. *Primary producers* can include companies that manufacture roundwood, wood chips, and/or composite products.

primary sources: Roundwood (logs or pulpwood) and wood chips.

Wood chips include:

- Field Manufactured Chips - chips produced from roundwood in the forest.
- Primary Chips - chips produced from roundwood other than in the forest or as residuals from production of other wood products.
- Mill Residual Chips - chips produced from slabs or other residuals from a primary operation.

principle: In the *SFI program*, the vision and direction for sustainable forest management as embodied in the *principles* of the *SFI 2015-2019 Standards*.

product group: Set of products manufactured or traded in the specified processes which are covered by the organization's chain of custody.

productivity: The inherent capacity of a particular site or ecosystem to produce a crop or tree *stand*, often measured in volume or height.

program: An organized system, process or set of activities to achieve an *objective* or *performance measure*.

Program Participant: An organization certified by an accredited *certification body* to be in conformance with the *SFI 2015-2019 Forest Management Standard*, and/or *SFI 2015-2019 Fiber Sourcing Standard* and/or *SFI 2015-2019 Chain-of-Custody Standard*.

protection: Maintenance of the status or integrity, over the *long term*, of identified attributes or values including management where appropriate and giving consideration to historical disturbance patterns, fire risk and *forest health* when determining appropriate *conservation* strategies.

public land: Land enrolled in the *SFI program* that is owned or administratively managed by a government entity (federal, state, provincial, county or local), excluding easements or other encumbrances held by a government entity on private land.

purchased stumpage: Standing timber under a contractual agreement that gives the *Program Participant* the right and obligation to harvest the timber.

qualified logging professional: A person with specialized skills in timber harvesting gained through experience or formal training who has successfully completed *wood producer training programs* and continued education requirements recognized by *SFI Implementation Committees* as meeting the spirit and intent of *performance measure* under Objective 11 in the *SFI 2015-2019 Forest Management Standard* or Objective 6 in the *SFI 2015-2019 Fiber Sourcing Standard*.

- a. Each crew must include a *qualified logging professional* who (1) has completed the *SFI Implementation Committee* approved *wood producer training program*; (2) is an owner of, employee of, or contracted by the *wood producer*; (3) has direct responsibility and is on-site regularly to consistently carry out the roles and responsibilities of the *qualified logging professional* under the *SFI 2015-2019 Standard(s)* (e.g., safety, protection of soils, streams and other water bodies).
- b. All of the components of an *SFI Implementation Committee* approved *wood producer training program* could take several years to carry out. To be considered a *qualified logging professional*, an individual must complete the required training appropriate to their level of responsibility (e.g., owner, supervisor, employee) within the specified time period required by their *SFI Implementation Committee*. *SFI Implementation Committees* have the flexibility to require different training requirements for owners of logging businesses versus training requirements for other employees (e.g., supervisors). Once classified as a *qualified logging professional*, the individual must complete the required *SFI Implementation Committee* maintenance training within the prescribed time period to retain their status as a *qualified logging professional*.

qualified resource professional: A person who by training and experience can make forest management recommendations. Examples include foresters, soil scientists, hydrologists, forest engineers, forest ecologists, fishery and *wildlife* biologists or technically trained specialists in such fields.

recycled content: *Pre-consumer recycled content* and *post-consumer recycled content*.

reforestation: The reestablishment of forest cover either naturally or by seeding or *planting* of seedlings.

riparian area: Transition zone characterized by vegetation or geomorphology adjacent to rivers, streams, lakes, *wetlands* and other water bodies..

secondary producers: Manufacturing units that produce forest products and source 50 percent or more (by weight) of their wood-based raw materials from *secondary sources*. *Secondary producers* can include manufacturers of finished forest products, such as plywood, furniture, windows, magazines, printers or catalogs, and manufacturers using market pulp.

secondary sources: Semi-finished solid wood, paper, market pulp, recycled wood fiber, or composite products obtained from a *primary producer* and/or a *secondary producer*.

SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation: The *principles* and guidelines that detail specific requirements to *Program Participants* and *certification bodies* for conducting audits to the *SFI 2015-2019 Forest Management, Fiber Sourcing and Chain-of-Custody Standards*.

SFI 2015-2019 Chain-of-Custody Standard: The requirements that detail processes for tracking fiber content from *certified forest content*, *recycled content* and *certified sourcing*.

SFI 2015-2019 Fiber Sourcing Standard: The *principles, objectives, performance measures* and *indicators* that detail specific *fiber sourcing* requirements for *Program Participants*.

SFI 2015-2019 Forest Management Standard: The *principles, policies, objectives, performance measures* and *indicators* that detail specific forest management requirements for *Program Participants*.

SFI certification: A systematic and documented verification process to obtain and evaluate evidence objectively to determine whether a *Program Participant's SFI program* conforms to the requirements of *SFI 2015-2019 Standards and Rules*.

SFI Implementation Committee (SIC): A state, provincial, or regional committee organized by *SFI Program Participants* to facilitate or manage the *programs* and alliances that support the growth of the *SFI program*, including sustainable forest management.

silviculture: The art and science of controlling the establishment, growth, composition, health, and quality of forests and woodlands to meet the diverse needs and values of landowners and society on a sustainable basis.

skid trail: A temporary path through the woods to transport felled trees or logs to a collection area for further transportation.

special sites: Sites that include geologically unique or *culturally important* features.

stand: A contiguous group of trees sufficiently uniform in age, composition, and structure, and growing on a site of sufficiently uniform quality, to be a distinguishable unit.

sustainable forestry: To meet the needs of the present without compromising the ability of future generations to meet their own needs by practicing a land stewardship ethic that integrates *reforestation* and the managing, growing, nurturing, and harvesting of trees for useful products and *ecosystem services* such as the conservation of soil, air and water quality, carbon, *biological diversity*, *wildlife* and *aquatic habitats*, recreation and aesthetics.

Sustainable Forestry Initiative Inc. (SFI): *SFI Inc.* is a 501(c)(3) non-profit charitable organization, and is solely responsible for maintaining, overseeing and improving the Sustainable Forestry Initiative *program*. *SFI Inc.* directs all elements of the Sustainable Forestry Initiative *program* including the *SFI Standard(s)*, including forest management, *fiber sourcing*, and chain-of-custody certifications, and labeling and marketing. *SFI Inc.* is overseen by a three-chamber Board of Directors representing social, environmental and economic sectors.

technical expert: A person who provides specific knowledge or expertise to the *audit team* (ISO 19011 2002, 3.10).

third-party certification: An assessment of conformance to the *SFI 2015-2019: Standards and Rules* conducted according to the requirements of *SFI Section 9 SFI 2015-2019 Audit Procedures and Auditor Qualifications and Accreditation*, and ISO 19011 by a qualified *certification body*.

threatened and endangered: Listed under The U.S. Endangered Species Act or The Canadian Species at Risk Act and listed under applicable state or provincial laws requiring *protection*.

traditional forest-related knowledge: Forest-related knowledge owned and maintained by *Indigenous Peoples* as a result of their traditional use of or tenure on forestland.

varietal seedlings: Genetically identical individuals produced through vegetative reproduction methods, such as micropropagation, tissue culture or somatic embryogenesis.

verifiable monitoring system: A system capable of being audited by a *third party* that includes:

- a. a means to characterize the *Program Participant's wood and fiber supply area*, which may include sources certified to a standard that requires conformance with *best management practices*, including those sources from *certified logging professionals*;
- b. a process to identify and use sources of available data (e.g., state or provincial monitoring *programs*, certification status of suppliers) in the use of *best management practices*; and
- c. a method to assess supplier performance, if needed, to supplement available data.

vernal pool: A seasonal *wetland* with sufficient water present during amphibian breeding season, absence of fish, and presence of *wetland* obligate fauna.

visual quality: The seen aspects of both the land and the activities that occur upon it.

visual quality management: Minimization of the adverse visual effects of forest management activities.

wetland: (1) seasonally or permanently water-logged areas characterized by vegetation adapted for life in saturated /flooded conditions; (2) *wetlands* can be forested, shrubby or open and include bogs, fens, swamps, marshes and shallow open water areas; (3) *wetlands* may be stagnant systems (e.g., bogs), slow flowing (e.g., fens, swamps) or have fluctuating water levels (e.g., marshes, shallow open water).

wildlife: Aquatic (marine and freshwater) and terrestrial fauna.

wood and fiber supply area: The geographic area from which a *Program Participant* procures, over time, most of its wood and fiber from *wood producers*.

wood producer: A person or organization, including loggers and wood dealers, involved in harvesting or regularly supplying wood fiber directly from the forest for commercial purposes.

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