

Chain of Custody Certification Report

Indiana DNR Secondary COC Group ¹

Certification Code	Issue Date	Expiry Date
FSC CHAIN OF CUSTODY SCS-COC-003941	2011-11-10	2016-11-09
FSC CONTROLLED WOOD SCS-CW-003941	2011-11-10	2016-11-09
FSC TRADEMARK LICENSE FSC-C108485	N/A	N/A

Codes are not official and cannot be used until certification has been granted by SCS

Certification Scheme	Type of Audit	Audit for the Year
FSC	Scope Expansion (adding 40-007 Reclaimed Materials)	2015

Date Report Finalized: February 17, 2015

Contact person: Jeff Settle
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¹ Legal name of company and trade name(s) where applicable

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Introduction

SCS developed its [Forest Conservation Program](#) in 1991 and has since emerged as a leading certifier of forest management operations and wood product manufacturers. In 1996, SCS became one of the first certification bodies in the world to be FSC ([Forest Stewardship Council](#)) accredited. In 2009, SCS achieved accreditation to offer PEFC ([Programme for the Endorsement of Forest Certification](#)) Chain of Custody certification services.

Through a well-developed network of regional representatives and contractors, SCS offers timely and cost-effective certification services around the world.

Chain of Custody certification is a quality assurance to your customers that your products have positive environmental attributes backed by a global system of verification. When you receive a Chain of Custody certificate, you gain the right to use the program's logo and trademarks both on your products and in business and marketing communications. The certification label helps businesses and customers make purchasing decisions that support sound forest management. The SCS Kingfisher Certification Mark is also available for use in promotions and on products. Using the FSC / PEFC logo and SCS Kingfisher Certification Mark in tandem provides greater visibility in the marketplace for your organization's achievement.

This report presents the findings of the SCS auditor who has evaluated your organization's systems and performance against the applicable Chain of Custody standard(s) and the SCS staff member who has made the final certification decision (see Section 1 below).

If there are any necessary follow-up actions required by your organization, they are outlined in a separate Corrective Action Request form sent with this report. In order to achieve and maintain Chain of Custody certification, it is important that all nonconformities are resolved by their stated deadlines.

If you have any questions, comments, or concerns about SCS's Chain of Custody Program, please feel free to contact any member of our staff.

Adam Wiskind

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Section 1: Evaluation Process and Conclusions

1.A. Certification Decision

<p>Auditor’s recommendation for initial, continued or re-certification based on conformance with requirements: Include recommendation for each applicable standard and version that the organization was evaluated against, and per site where applicable.</p>		<p>The Indiana DNR Secondary COC Group complies with the requirements of FSC-STD-40-004 V2-1 for Chain of Custody, FSC-STD-40-005 V2.1 for Controlled Wood, and FSC-POL-40-002 for Group Chain of Custody, with the exception of one Major CAR (closed in this report), and five Minor CARs (two previously closed) from the December 2014 report. The auditor recommends expansion of scope to include sourcing reclaimed material.</p>
Certification Decision-Making Entity Only	<p>SCS Certification Decision:</p>	<p>Indiana DNR Secondary COC Group complies with the applicable requirements of FSC-STD-40-007 v2-0. Certification is approved.</p>
	<p>Certification decision by:</p>	<p>Edward Dockray</p>
	<p>Date of decision:</p>	<p>February 17, 2015</p>
	<p>Allowable size limit and annual growth rate:</p> <p><input type="checkbox"/> N/A, single certificate</p>	<p>The organization may add up to sites to the multi-site / group certificate before the next annual audit (% growth), and the certificate can include a maximum of sites (total) before the current certificate expiration date.* These numbers are subject to change at subsequent SCS audits.</p> <p>* If additional certified locations, or expansion beyond above maximums, are desired please contact SCS.</p>
	<p>Surveillance schedule:</p>	<p>Note: Indiana DNR intends to merge this Secondary COC Group with the Primary COC Group as a scope change during the audit scheduled at the end of 2015. Federal funding for Secondary Group administration is set to expire Oct 1, 2015.</p> <p><i>If no FSC material is present at the time of the evaluation audit and at least one Major CAR is issued regarding a Critical Control Point, the first surveillance audit must occur within 3 months of the organization beginning processing of FSC material.</i></p>

1.B. Conformance Summary

Evaluation and description of any critical control points with a risk that uncontrolled wood or fiber may enter the Chain of Custody system:

Critical Control Point	High risk of mixing ? (Y/N)	Describe the critical control point with any risk that uncontrolled timber may enter the COC system; describe the evaluation undertaken to determine risk Indicate which certification schemes are affected and, if applicable, the corresponding requirement reference for any nonconformity(ies)
Purchasing eligible material/product	N	
Verifying reclaimed/controlled material	N	
Receiving	N	
Segregation	N	
Processing	N	
Determination of claims (transfer, percentage or credit system; physical separation or percentage method)	N	
Outsourcing	N	
Trademark use	N	
Sales and shipping documents	N	
Other:		

At the time of the audit, had the organization taken **physical possession** of FSC-certified material?

- Yes
- No*
- N/A, this is a Scope Expansion audit
- N/A, not normal business practice to take physical possession of material/ product
- N/A, not certified to FSC standards

* If there is a deemed risk that uncontrolled wood or fiber may enter the FSC Chain of Custody system, an early surveillance site audit will be required.

Review of Corrective Action Requests:

Submit evidence with report where appropriate. Minor CARs not closed by the deadline must be elevated to Major CARs. Major CARs not closed by their stated deadline may result in suspension until conformance is confirmed.

Corrective Action Requests from previous audit:

- N/A, Evaluation or Expansion of Scope audit, or no prior CARs
 See CAR/OBS Form from previous audit

Summary of identified nonconformities and opportunities for improvement:

If one CAR is issued against multiple standards, count the CAR towards the primary standard reference only.

Normative Documents Assessed	# Major CARs	# Minor CARs	# Observations
FSC-STD-40-004 Chain of Custody			
FSC-DIR-40-004 Chain of Custody Directive			
FSC-STD-40-005 Controlled Wood			
FSC-DIR-40-005 Controlled Wood Directive			
FSC-STD-40-007 Reclaimed Material			
FSC-STD-40-003 Multi-site CoC Certification			
FSC-POL-40-002 Group CoC Certification			
FSC-STD-50-001 Trademark requirements			
PEFC ST 2002:2013 Chain of Custody Requirements			
PEFC ST 2001:2008 PEFC Logo Usage			
Other:			

1.C. Evaluation Summary

Description of evaluation:	Lead auditor Paul Pingrey conferred with Group Manager Jeff Settle by email for a desk audit on Feb 9, 2015. This was a follow-up to an onsite evaluation in December 2014. Documentation related to adding Sourcing of Reclaimed Material to the scope of the group certificate was reviewed. The group manager described the group’s template procedures to address reclaimed wood and operations of the one member that has applied for the option. The auditor found no additional non-conformities in respect to the scope expansion. The auditor recommended a Major CAR concerning reclaimed wood be closed. Next steps were explained, and the group manager is awaiting an SCS decision.
Number of sites audited:	Group Manager desk audit
Date(s) of evaluation:	Feb 9, 2015
Duration of evaluation (excluding report writing), with justification:	Group Manager: 2 hours (including document review)
Auditor name:	Paul E. Pingrey (paulpingrey@gmail.com)
Auditor qualifications (e.g., training, certifications, number of years auditing):	Paul Pingrey began as an independent auditor for SCS Global Services in 2010. He is an ISO19011 accredited lead auditor for Chain of Custody and forest management reviews. His work for SCS builds on 35 years of experience at the Wisconsin Department of Natural Resources.

	Positions included DNR Forest Certification Coordinator, Private Forestry Staff Specialist, Wisconsin Forest Tax Law Supervisor, and Madison Area Forestry Supervisor. From 2004 to 2009, Paul oversaw Forest Stewardship Council, Sustainable Forest Initiative, and American Tree Farm System certification for 6 million acres of DNR forestry programs. He assisted a national panel that developed the FSC-US Forest Management Standard in 2008-2009. Paul received a forest management degree from Iowa State University in 1974 and completed U.S. Forest Service Silviculture Certification in 1988.
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Section 2: Organization Information

2.A. Certificate Scope

<p>Scope of certificate: Please complete the scope to include the following elements:</p> <ul style="list-style-type: none"> a) Processes, e.g., manufacturing, distribution, storage, etc. (including outsourced activities); b) Product(s); c) Control system(s); d) District(s) of origin, if applicable; e) Option to sell Controlled Wood, if applicable; and f) Type of reclaimed material (pre or post), if applicable. 	<p>FSC: This certificate covers the manufacturing and distribution of secondary wood products using the transfer, percentage, and credit systems. It also covers the purchase and sale of FSC Controlled Wood. It also covers the sourcing of reclaimed wood.</p>																					
<p>Description of any changes to the scope of the certificate: Including new Chain of Custody operations or Participating Sites, and changes in business activities</p>	<p>Expansion of scope to add sourcing reclaimed wood <input type="checkbox"/> N/A</p>																					
<p>Certificate Type:</p>	<p><input type="checkbox"/> Single <input type="checkbox"/> Multi-site <input checked="" type="checkbox"/> Group</p>																					
<p>Total number of sites included in the certificate scope: (excluding outsourcers)</p>	<p>20</p>																					
<p>Standards used in assessment of the organization: Check all that apply, for any and all sites. See certification decision for standard version(s).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 45%;">FSC-STD-40-004</td> <td style="width: 50%;">Chain of Custody (including FSC-STD-50-001)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>FSC-STD-40-003</td> <td>Multi-site Chain of Custody</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>FSC-STD-40-005</td> <td>Company Evaluation of Controlled Wood</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>FSC-STD-40-007</td> <td>Sourcing Reclaimed Material</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>FSC-POL-40-002</td> <td>Group Chain of Custody</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>PEFC ST: 2002-2013</td> <td>PEFC Chain of Custody (including ST: 2001-2008)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	FSC-STD-40-004	Chain of Custody (including FSC-STD-50-001)	<input type="checkbox"/>	FSC-STD-40-003	Multi-site Chain of Custody	<input checked="" type="checkbox"/>	FSC-STD-40-005	Company Evaluation of Controlled Wood	<input checked="" type="checkbox"/>	FSC-STD-40-007	Sourcing Reclaimed Material	<input checked="" type="checkbox"/>	FSC-POL-40-002	Group Chain of Custody	<input type="checkbox"/>	PEFC ST: 2002-2013	PEFC Chain of Custody (including ST: 2001-2008)	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	FSC-STD-40-004	Chain of Custody (including FSC-STD-50-001)																				
<input type="checkbox"/>	FSC-STD-40-003	Multi-site Chain of Custody																				
<input checked="" type="checkbox"/>	FSC-STD-40-005	Company Evaluation of Controlled Wood																				
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<input checked="" type="checkbox"/>	FSC-POL-40-002	Group Chain of Custody																				
<input type="checkbox"/>	PEFC ST: 2002-2013	PEFC Chain of Custody (including ST: 2001-2008)																				
<input type="checkbox"/>																						

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FSC Product Group List for Organization (all sites). Data will be posted / updated on <http://info.fsc.org>.

N/A, PEFC Product Group information collected on PEFC Reporting Form

N/A, not FSC certified

Complete the table below **exactly** as provided by the organization. Check the box below if nonconformities are found.

Nonconformity(ies) identified regarding product group list

Product Description	Product Code FSC-STD-40-004a	Species of Material Inputs (Common name)	Species of Material Inputs (Complete Latin name)	Material Category of Input	Control System	Material Category of Output	Site
See appended FSC Product Group List							

'Tab' in last box to add additional rows as necessary. If PGL is very long, attaching a separate document is acceptable.

Processes / activities included in the scope:
Check all that apply

Manufacturer

Primary		Secondary		Printing	
<input type="checkbox"/>	Chips	<input type="checkbox"/>	Window	<input type="checkbox"/>	Print Broker (outsources printing)
<input type="checkbox"/>	Logger	<input type="checkbox"/>	Door	<input type="checkbox"/>	Printer
<input type="checkbox"/>	Papermill	<input checked="" type="checkbox"/>	Furniture		
<input type="checkbox"/>	Sawmill	<input checked="" type="checkbox"/>	Lumber		
<input type="checkbox"/>	Veneer	<input checked="" type="checkbox"/>	Panels/Plywood		
			Paper Converter		
			Box		
			Other		

Trader

Desk Audit		Site Audit (Stocking)	
<input type="checkbox"/>	Paper Broker	<input type="checkbox"/>	Paper Wholesaler/Distributor
<input type="checkbox"/>	Print Broker	<input checked="" type="checkbox"/>	Wood Wholesaler/Distributor
<input type="checkbox"/>	Wood Broker		

2.B. Overview of Organization

<p>General description of organization: its operations, products, ownership structure, and function of the site(s).</p>	<p>There are 20 independent members in the group as summarized in the FSC-POL-40-002 checklist. All are evaluated against FSC-STD-40-004 v2-1 (Chain of Custody); and some are also evaluated against FSC-STD-40-005 v2-1 (Controlled Wood). One group member (Gergen Design Studio, to be merged with the Primary Group later in 2015) has applied for FSC Reclaimed Wood sourcing. The Group Entity maintains template procedure manuals for compliance with the standards.</p> <p>The State of Indiana, Department of Natural Resources – Division of Forestry serves as the Group Entity / Group Manager and is responsible for ensuring compliance with the applicable FSC standards, policies, procedures, and guidelines. Jeff Settle is identified as the COC Group Administrator. The group program provides access to FSC chain-of-custody (COC) certification for members involved with secondary forest products manufacturing or distribution. The Group Entity maintains template procedure manuals for compliance with the standards. A separate group COC certificate managed by Jeff Settle is held for primary wood industries. Indiana DNR has autonomous State Forest and Private Classified Forest FM groups that are FSC certified, and Brenda Huter is the FM Group Administrator.</p> <p>The COC Group Members are each responsible for meeting the requirements of their individual FSC COC scopes and for cooperating with the Group Entity. The member companies have no formal relationships among themselves other than being members of the group.</p>
<p>Detailed description of the system by which the organization maintains control over the Chain of Custody for all products and certification schemes included in the organization’s certified product group list, covering all applicable elements:</p> <ul style="list-style-type: none"> a) Quality management (CoC Administrator, number of staff involved, training program, etc.) b) Material sourcing c) Material receipt and segregation d) Volume control System for controlling claims e) Sales and delivery 	<p><u>Quality management:</u></p> <ul style="list-style-type: none"> • The management representative is of the group entity is Jeff Settle. • Each member company has its own FSC administrator. • Each member company has an FSC procedures document (Documented Control System or DCS) based on a template provided by the group entity. • Personnel responsibilities and training are documented in the DCS and annual updates. • Records are kept as paper and electronic files for at least five years. • The group’s FSC Product Group List includes each member site’s product codes and control systems. <p><u>Material sourcing:</u></p> <ul style="list-style-type: none"> • The suppliers are verified at least annually by the member companies as having valid FSC COC/CW certificates.

<p>f) Multi-site or Group management</p> <p>g) Special circumstances, e.g. for other certification schemes</p>	<ul style="list-style-type: none"> • Six companies purchase/sell FSC Controlled Wood. • One group member has applied for FSC Reclaimed Wood sourcing. <p><u>Material receipt and segregation:</u></p> <ul style="list-style-type: none"> • Input material is verified on receipt with regard to FSC information via the suppliers' transport documents. • The FSC status of input material is maintained by marking and/or segregating; methods vary among the companies. <p><u>Volume control:</u></p> <ul style="list-style-type: none"> • Conversion factors are routinely tracked and the methodologies described in procedures. • Input and output quantities are routinely tracked by FSC claim. • Annual volume summaries by product group are reported. <p><u>System for controlling FSC claims:</u></p> <p>All the companies use the transfer system. Two companies also use the percentage system if jobs include FSC Controlled Wood inputs. The template COC manual includes provisions for the credit system, but no members use it.</p> <p><u>Sales and delivery:</u></p> <ul style="list-style-type: none"> • Conventional invoices are used, which include the company's FSC COC certification code and FSC claims. • Conventional transport documents which include the same information as the invoices are generally used.
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<p><i>And where applicable, describe:</i></p> <ul style="list-style-type: none"> a) Processing steps for manufacturing b) Trademark use c) Outsourcing d) Minor components (for sale only) e) Controlled Wood or Reclaimed Material verification program(s), including Annex 3 where applicable f) Multi-site or Group management g) PEFC DDS h) Special circumstances 	<p><u>Processing:</u> Each company has appropriate measures to segregate wood during processing steps, as described in individual procedures manuals.</p> <p><u>Trademark Use:</u> Promotional trademarks are being used for websites and some marketing material. No on-product labels are in use.</p> <p><u>Outsourcing:</u> Some members are using low-risk outsourcing contractors for specialty services.</p> <p><u>Minor components:</u> None in use</p> <p><u>Controlled Wood:</u> Six members buy/sell FSC Controlled Wood. None verify controlled material.</p> <p><u>Reclaimed Material verification program:</u> Reclaimed wood can be sourced from purchase of buildings to demolish, purchase of reclaimed wood from dealers contracting with independent demolition crews, and direct purchases from independent salvagers.</p> <p><u>Group Management:</u> The group manager provides valuable COC consultation and monitoring services. Indiana DNR has adequate resources to manage the group.</p>
<p>Approximate number of employees for all certified sites: Full-time equivalent employees</p>	<p>262</p>
<p>Are there sites owned by the organization that are not included in the certificate scope?</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes*</p> <p>*Certificate shall not be used for material handled at uncertified locations.</p> <p>Remarks:</p>

<p>FSC Annual Accreditation Administration Fee (AAF) Class: Based on combined turnover of <u>all</u> sites included in certificate scope</p>	<table border="0"> <tr><td><input type="checkbox"/></td><td>Class 1:</td><td>< \$200,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 2:</td><td>\$200,001 to \$1,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 3:</td><td>\$1,000,001 to \$5,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 4:</td><td>\$5,000,001 to \$25,000,000 USD</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Class 5:</td><td>\$25,000,001 to \$100,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 6:</td><td>\$100,000,001 to 500,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 7:</td><td>\$500,000,001 to 1,000,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 8:</td><td>\$1,000,000,001 to 2,000,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 9:</td><td>\$2,000,000,001 to 3,000,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 10:</td><td>\$3,000,000,001 to 5,000,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>Class 10+:</td><td>> \$5,000,000,001 USD</td></tr> <tr><td><input type="checkbox"/></td><td>N/A</td><td>Not FSC certified</td></tr> </table> <p>Organization must disclose annual sales of all products containing wood fiber. This information is used for the purposes of calculating the AAF (Accreditation Administration Fee) for FSC. The information is treated as confidential.</p>	<input type="checkbox"/>	Class 1:	< \$200,000 USD	<input type="checkbox"/>	Class 2:	\$200,001 to \$1,000,000 USD	<input type="checkbox"/>	Class 3:	\$1,000,001 to \$5,000,000 USD	<input type="checkbox"/>	Class 4:	\$5,000,001 to \$25,000,000 USD	<input checked="" type="checkbox"/>	Class 5:	\$25,000,001 to \$100,000,000 USD	<input type="checkbox"/>	Class 6:	\$100,000,001 to 500,000,000 USD	<input type="checkbox"/>	Class 7:	\$500,000,001 to 1,000,000,000 USD	<input type="checkbox"/>	Class 8:	\$1,000,000,001 to 2,000,000,000 USD	<input type="checkbox"/>	Class 9:	\$2,000,000,001 to 3,000,000,000 USD	<input type="checkbox"/>	Class 10:	\$3,000,000,001 to 5,000,000,000 USD	<input type="checkbox"/>	Class 10+:	> \$5,000,000,001 USD	<input type="checkbox"/>	N/A	Not FSC certified
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<input type="checkbox"/>	Class 10+:	> \$5,000,000,001 USD																																			
<input type="checkbox"/>	N/A	Not FSC certified																																			
<p>PEFC Annual Notification Fee:</p>	<p>Annual turnover of organization: <i>(include currency)</i></p> <p>Except for certificate holders in the USA or Canada, notification fee is based on <i>total</i> turnover (not only wood or PEFC products) for all sites included in the scope of the certificate. Varies per country.</p> <table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>N/A, not PEFC certified</td></tr> <tr><td><input type="checkbox"/></td><td>N/A, based in USA or Canada (notification fee determined based on number of sites)</td></tr> </table>	<input checked="" type="checkbox"/>	N/A, not PEFC certified	<input type="checkbox"/>	N/A, based in USA or Canada (notification fee determined based on number of sites)																																
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2.C. FSC Controlled Wood / PEFC Controlled Sources

N/A, does not handle or process verified controlled material, FSC Controlled Wood or PEFC Controlled Sources

<p>Purchases FSC Controlled Wood from FSC CW certified supplier(s)</p> <p><input type="checkbox"/> Purchases FSC CW, does not sell FSC CW (not certified to 40-005)</p> <p><input checked="" type="checkbox"/> Purchases and sells FSC CW Certified to 40-005 but Risk Assessments not necessary, issue CW code</p> <p>Implements a Controlled Wood verification program</p> <p><input type="checkbox"/> Annex II Risk Assessments, does not sell FSC CW submit reviewed Risk Assessment(s)</p> <p><input type="checkbox"/> Annex II Risk Assessments, sells FSC CW submit reviewed Risk Assessment(s), issue CW code</p> <p><input type="checkbox"/> Annex III site audits, does not sell FSC CW submit RA(s) showing categories of 'unspecified risk'</p> <p><input type="checkbox"/> Annex III site audits, sells FSC CW submit RA(s) with categories of 'unspecified risk', issue CW code</p> <p>Purchases PEFC Controlled Sources from certified supplier(s) and/or implements PEFC risk assessment</p> <p><input type="checkbox"/> Purchases PEFC Controlled Sources from PEFC certified suppliers</p> <p><input type="checkbox"/> Implements PEFC risk assessment to verify material as PEFC Controlled Sources</p>			
<p>Suppliers of Controlled Material</p>			
<p>Controlled material includes non-certified virgin material included in the organization's FSC controlled wood verification program. Complete the table below or submit a complete list with report.</p>			
Supplier name and address	Description of non-certified wood / fiber received	Species received (Common and Latin names)	Approx. volume received
N/A			

District(s) of Origin of non-certified wood included in organization's FSC CW verification program				
District of Origin (per Risk Assessment)	Sources of information	Annex 2 New	Annex 2 Reviewed / Updated	Annex 3 Field evaluation

'Tab' in last box to add additional rows as necessary

2.D. Minor Components

- N/A, no ineligible wood/fiber components in FSC products
 N/A, not FSC certified

Expand as necessary to include all minor components used in FSC products ***sold*** during this audit cycle, but ***produced*** prior to January 1, 2014. Note that no new products may be produced using minor components after this date. This table is only for those products produced prior to January 1, 2014, and sold in 2014.

Common Trade Name of Component	Description of Component	Volume/weight of wood/fiber	% volume/ weight of total product wood/fiber	Component 1-5% included in Approved Derogation (if no, not eligible to be sold as FSC)	Species (where applicable)	Dimensions	FSC Product Group & Product Code (FSC-STD-40-004a)	FSC label used (Y/N)?

'Tab' in last box to add additional rows as necessary

Justification for minor components up to 1%: Reason why material for the specified components could not be sourced from FSC-certified controlled or reclaimed sources.	
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Section 3: Additional General Requirements

Upon receipt of the findings provided in this report, the Organization hereby agrees to notify SCS Global Services of any of the following changes that could have a material impact on their continued certification:

- Fulfillment of Corrective Action Requests (CARs) / conditions
- Date of production start of certified products if initial audit was conducted during absence of certified material
- Change in organization / company name
- Change in ownership and/or management
- Change in contact name(s) and address(es)
- Change to the scope of the certificate, as it appears on the certificate or FSC / PEFC database
- Addition of new site(s) and/or removal of site(s) covered by the certificate
- Circumstances and/or resource conditions that could materially impact the continued validity of the certification
- Addition / removal of Product Groups
- Material changes to existing Product Groups, such as commencement of new accounting systems or modification of product claims
- New use of the SCS and/or FSC or other certification scheme Trademarks
- Incident report of incorrect claim or deviation from certification scheme regulations
- Trademark misuse by suppliers
- New outsourcing agreements
- Agreements with vendors or other certificate holders for on-product labeling using certificate code
- Material change to documented control system
- Termination of certification scheme business in whole or in part
- Any other circumstances where the product may no longer comply with the requirements of the certification system

Section 4: Standard Conversions

1 mbf	2.36 m3
423.7 bf	1 m3
1 cord	2.55 m3
1 inch	2.54 cm
1 foot	0.3048 m
1 square foot	0.0929 m2
cubic foot	0.028317 m3

1 yard	0.9144 m
1 gallon (US)	3.78541 liters
1 pound	0.4536 kg
1 US ton	907.185 kg
1 UK ton	1016.047 kg
1 acre	0.405 hectares
1 mile	1.60934 km

Appendix: Required Supporting Documentation

Include Controlled Material suppliers and/or outsourcers, if not listed in report above. Also include the annual volume summary and product group list (if not included above) for each site on the certificate. These documents, along with the client's work order, constitute a complete report.

Appendices:

1. FSC Product Group List
2. Outsourcing Contractors
3. Annual Inputs & Outputs

1. 2015 PRODUCT GROUP LIST - Indiana DNR Secondary Industry COC Group

Site	Product Description	Product Code	Species of Material Inputs	Species of Material Inputs	Material Category of Input	Control System	Material Category of Output
		FSC-STD-40-004a	(Common name)	(Complete Latin name)			
American Woodland Enterprise, Inc.; SCS-COC-003941-A	Finished Lumber	W6.3	See List Below	See List Below	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
BRATCO, Inc.; SCS-COC-003941-B	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	"	"	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Custom Millwork & Display; SCS-COC-003941-C	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	"	"	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
E.M. Cummings Veneers, Inc.; SCS-COC-003941-D; SCS-CW-003941-D	Veneer, Plywood	W7.1, W8.1	"	"	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer	FSC 100%, FSC MIX, FSC Controlled Wood
J.L. Gilbert Co.; SCS-COC-003941-E; SCS-CW-003941-E	Plywood, Particle Board, Fibreboard	W8.1, W8.2, W8.3	"	"	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer	FSC 100%, FSC MIX, FSC Controlled Wood

Michiana Laminated Products, Inc.; SCS-COC-003941-F	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Pennville Custom Cabinetry; SCS-COC-003941-G	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Tedrow Wood Products, Inc.; SCS-COC-003941-H	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Interior Fixtures & Millwork, Inc.; SCS-COC-003941-I; SCS-CW-003941-I	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer, Percentage	FSC 100%, FSC MIX, FSC Controlled Wood
Antreasian Design, Inc.; SCS-COC-003941-J; SCS-CW-003941-J	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer, Percentage	FSC 100%, FSC MIX, FSC Controlled Wood

SR Wood, Inc. ; SCS-COC-003941-L; SCS-CW-003941-L	Peeled Veneer, Sliced Veneer	W7.1, W7.2	“	“	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer	FSC 100%, FSC MIX, FSC Controlled Wood
Superior Veneer & Plywood, Inc.; SCS-COC-003941-M; SCS-CW-003941-M	Peeled Veneer, Sliced Veneer	W7.1, W7.2	“	“	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer	FSC 100%, FSC MIX, FSC Controlled Wood
Meyer Custom Woodworking, Inc. ; SCS-COC-003941-N	Cabinets, Custom furniture	W12.1, W12.2	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
BC Countertops, Inc. ; SCS-COC-003941-P	Cabinets, Custom furniture	W12.1, W12.2	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Cornerstone Interior Woodworking; SCS-COC-003941-Q	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Molargik Woodworking, Inc. ; SCS-COC-003941-R	Cabinets, Custom furniture, Institutional casework	W12.1, W12.2, W12.8	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX

Gergen Design Studio; SCS-COC-003941-V	Reclaimed Wood	W12, W13, W14, W15, W16	“	“	Reclaimed material	Transfer	FSC Recycled
Signet Millwork, LLC; SCS-COC-003941-U	Cabinets, Custom furniture	W12.1, W12.2	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
Midwest Cabinet Solutions; SCS-COC-003941-T	Cabinets, Custom furniture	W12.1, W12.2	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
P.R. Bean Co., LLC; SCS-COC-003941-S	Custom furniture	W12	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX

Indiana DNR Secondary COC Group Species List

Common Name	Scientific Name
Boxelder	<i>Acer negundo</i>

Red Maple	<i>Acer rubrum</i>
Silver Maple	<i>Acer saccharinum</i>
Sugar Maple	<i>Acer saccharum</i>
Yellow Buckeye	<i>Aesculus flava</i>
Ohio Buckeye	<i>Aesculus glabra</i>
Ailanthus	<i>Ailanthus altissima</i>
European Alder	<i>Alnus glutinosa</i>
Yellow Birch	<i>Betula allagheniensis</i>
River Birch	<i>Betula nigra</i>
Bitternut Hickory	<i>Carya cordiformis</i>
Pignut Hickory	<i>Carya glabra</i>
Pecan	<i>Carya illinoensis</i>
Shellbark Hickory	<i>Carya laciniosa</i>
Shagbark Hickory	<i>Carya ovata</i>
Mockernut Hickory	<i>Carya tomentosa</i>
Catalpa	<i>Catalpa speciosa</i>
Hackberry	<i>Celtis occidentalis</i>
Persimmon	<i>Diospyros virginiana</i>
American Beech	<i>Fagus grandifolia</i>
White Ash	<i>Fraxinus americana</i>
Black Ash	<i>Fraxinus nigra</i>
Green Ash	<i>Fraxinus pennsylvanica</i>
Blue Ash	<i>Fraxinus quadrangulata</i>
Honeylocust	<i>Gleditsia triacanthos</i>
Kentucky Coffee	<i>Gynocladus dioica</i>
Butternut	<i>Juglans cinera</i>
Black Walnut	<i>Juglans nigra</i>

Eastern Redcedar	<i>Juniperus virginiana</i>
Tamarack	<i>Larix laricina</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Yellow Poplar	<i>Lyriodendron tulipifera</i>
Osage-orange	<i>Maclura pomifera</i>
Cucumber	<i>Magnolia acuminata</i>
Red Mulberry	<i>Morus rubra</i>
Blackgum	<i>Nyssa sylvatica</i>
Ironwood	<i>Ostrya virginiana</i>
Paulownia	<i>Paulownia tometosa</i>
Norway Spruce	<i>Picea abies</i>
Jack Pine	<i>Pinus banksiana</i>
Shortleaf Pine	<i>Pinus echinata</i>
Red Pine	<i>Pinus resinosa</i>
Eastern White Pine	<i>Pinus strobus</i>
Scots Pine	<i>Pinus sylvestris</i>
Loblolly Pine	<i>Pinus taeda</i>
Virginia Pine	<i>Pinus virginiana</i>
American Sycamore	<i>Platanus occidentalis</i>
Eastern Cottonwood	<i>Populus deltoides</i>
Large-tooth Aspen	<i>Populus grandidentata</i>
Quaking Aspen	<i>Populus tremuloides</i>
Black Cherry	<i>Prunus serotina</i>
White Oak	<i>Quercus alba</i>
Swamp White Oak	<i>Quercus bicolor</i>
Scarlet Oak	<i>Quercus coccinea</i>
Northern Pin Oak	<i>Quercus ellipsoidalis</i>

Southern Red Oak	<i>Quercus falcata</i>
Shingle Oak	<i>Quercus imbricaria</i>
Overcup Oak	<i>Quercus lyrata</i>
Bur Oak	<i>Quercus macrocarpa</i>
Blackjack Oak	<i>Quercus marilandica</i>
Swamp Chestnut	<i>Quercus michauxii</i>
Chinkapin Oak	<i>Quercus muehlenbergii</i>
Cherrybark Oak	<i>Quercus pagoda</i>
Pin Oak	<i>Quercus palustris</i>
Chestnut Oak	<i>Quercus prinus</i>
Northern Red Oak	<i>Quercus rubra</i>
Shumard Oak	<i>Quercus shumardii</i>
Post Oak	<i>Quercus stellata</i>
Black Oak	<i>Quercus velutina</i>
Black Locust	<i>Robinia pseudoacacia</i>
Black Willow	<i>Salix nigra</i>
Sassafras	<i>Sassafras albidum</i>
Mahogany	<i>Swietenia Macrophylla</i>
Baldcypress	<i>Taxodium distichum</i>
Teak	<i>Tectona grandis</i>
Basswood	<i>Tilia americana</i>
American Elm	<i>Ulmus americana</i>
Red Elm	<i>Ulmus rubra</i>
Rock Elm	<i>Ulmus thomasii</i>

2. Outsourcing Contractors



INCOCOutsourcerlist_1252014.xls

a. See attached file "INCOCOutsourcerlist_1252014.xls"

3. Annual FSC Inputs and Outputs

Company	FSC Inputs			FSC Outputs		
	FSC Bf	FSC Ft2	CW Ft2	FSC Ft2	FSC Bf	CW Ft2
American Woodland Enterprise, Inc						
Antreasian Design, Inc.						
BC Countertops	1,413	3,180				
BRATCO, Inc.						
Cornerstone Interior Woodworking						
Custom Millwork & Display	106	4,780		4,134	46	
E.M. Cummings Veneers, Inc.			728,044			2,904
Gergen Design Studio						
Interior Fixtures & Millwork, Inc.						
J.L. Gilbert Co.		1,312	1,053,800		1,114	457,377
Meyer Custom Woodworking						
Michiana Laminated Products, Inc.		248,759		236,374		
Midwest Cabinet Solutions						
Molargik Woodworking, Inc.						
Pennville Custom Cabinetry						
PR Bean Co., Inc						
Signet Millwork LLC						
SR Wood, Inc		2,260,600	1,242,588	76,620		1,201,703
Superior Veneer & Plywood			1,889			1,889
Tedrow Wood Products, Inc.						

Totals	1,519	258,031	1,781,844	240,508	1,160	460,281
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