



**Environmental Certification Services**

**Material Reclamation & Recycling  
Program or Facility  
Standard**

**DRAFT Version 3-0  
January 21, 2010**

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# Environmental Services Certification Program Material Reclamation & Recycling Program or Facility Standard

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## **1.0 Purpose, Structure and Intended Uses**

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### **1.1. Purpose**

This Standard describes the requirements for third-party substantiation of the claims asserted by companies operating Material Recycling and Reclamation Facility or a Material Recycling and Reclamation Program.

This Standard allows a company:

- (1) To quantify the amount of material diverted from a landfill by its program or facility during a one year period;
- (2) To quantify annually for its facility or program, the ratio of salable and further recyclable material to waste that is landfill-destined, incinerated, or permanently stored (as in the case of some hazardous wastes);
- (3) To demonstrate that the materials produced by its program or facility meet the material classifications requirements of the SCS Recycled Content Standard;
- (4) To make claims about its program or facility that conform with the Federal Trade Commission (FTC) Guides for the Use of Environmental Claims; and
- (5) To demonstrate that its program or facility produces materials that when incorporated into finished products can conform with the Material and Resources criteria for recycled content for building products according to the United States Green Building Council (USGBC) Leadership Energy and Environmental Design (LEED) Green Building rating system;
- (6) To demonstrate that it is not a waste storage facility
- (7) To demonstrate that it is processing incoming waste into usable material in an efficient manner and not unnecessarily sending materials to be landfilled or processed by a third party.

### **1.2. Structure of the Standard**

The Standard provides: 1) the requirements for qualifying and quantifying input and output materials that serve as the basis for claims asserted by companies regarding material recycling and reclamation facilities or programs; 2) guidelines for suppliers; and 3) marketing requirements that are applicable to all certified facilities or programs.

### **1.3. Intended Users**

Intended users of this Standard are operators of recycled and reclamation facilities or programs, including individuals, businesses, organizations, or agencies, seeking third-party certification of conformance of a program or facility and to the requirements of this Standard, as well as individuals, businesses, organizations, agencies, or consumers interested in conducting business with companies whose program or facility meets the requirements of the Standard. The Standard also provides guidelines for material suppliers.

### **1.4. Voluntary Standard**

This Standard is voluntary. It is not intended to replace any legal or regulatory requirements that may be applicable to user operations.

## 2.0 Scope, Goals and Limitations

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### 2.1. Scope

This Standard applies to facilities or programs, and to any material produced by said facility or program, for which the operator is making a claim about the classification, quantity, type, and/or final destination of the material produced. The Standard allows the input and output materials to be qualified and quantified for the purposes of making a claim about the ratio of salable and further recyclable material to landfilled, incinerated, and/or treated or untreated hazardous waste.

The term “shall” is used throughout the Standard to indicate mandatory requirements. The term “should” is used throughout the Standard to indicate preferred requirements.

### 2.2. Goals

The major goals of this Standard are:

- to provide a uniform standard by which to assess material recycling and reclamation facilities or programs for operators making Type II environmental claims (self-declared environmental claims as defined by ISO 14021:1999); and
- to engender confidence in the marketplace that SCS certified facilities or programs consistently meet the requirements of this Standard [and its normative references].

### 2.3. Limitations

**2.3.1.** The Standard does not address safety, health and performance concerns, if any, associated with its use. It does not address concerns with the applicable permitting, handling, and disposal with hazardous wastes. It is the responsibility of the user to establish appropriate conditions for such considerations and to determine the applicability of regulatory limitations prior to use. .

**2.3.2.** The Standard does not address any environmental tradeoffs that may be associated with the life-cycle phases of the facility or program.

## 3.0 Terminology

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Specific terms and definitions are provided below.

**Certification Assessment.** Independent evaluation of a product claim using specific, predetermined criteria and procedures with assurance of data reliability.

**Chain of Custody.** The path that a product takes from its point of production to the end consumer, consisting of records of each entity that takes legal and/or physical possession along this pathway.

**Claim.** Oral, written, implied, or symbolic representation, statement, or advertising or other form of communication presented to the public or buyers of products that relates to a product’s recycled content percentage.

**Component.** A material or ingredient used in the manufacture of a product.

**Content.** Proportion, by mass, of a type of material in a product.

**Data Review Period.** The 12-month period of time represented by the data submitted for an assessment. This is typically the most recent four consecutive quarters. The data review period must be the same for all data included in the review.

**Material Recycling and Reclamation Facility.** Refers to an industrial operation that processes reclaimed waste into useable material.

**Manufacturer.** Organization or individual responsible for the production of the product undergoing certification assessment.

**Operator.** The company, organization, or entity that owns and/or manages the program or facility under review.

**Post-Consumer Material.** Material generated by households or by commercial, industrial, and institutional facilities in their role as end-users of the product that can no longer be used for its intended purpose. This includes returns of materials from the distribution chain. (Source: ISO 14021:1999)

Note: For the purposes of the SCS certification program this is being interpreted to mean that any material returned from the distribution chain must meet the requirement of being from end-users to be considered post-consumer.

**Pre-Consumer Material.** Material diverted from the waste stream during the manufacturing process. Excluded is the reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it. (Source: ISO 14021:1999)

**Material Recycling and Reclamation Program.** A service or system administered for the purposes of reclaiming and/or recycling materials.

**Hazardous Material:** as defined by CFR 40, Part 261- Identification and Listing of Hazardous Waste.

**Outgoing material.** Any material leaving the program or facility under review. This includes, but is not limited to, finished products, intermediate materials, waste destined for a landfill, further recyclable materials, and wastes to be permanently stored.

**Post-Industrial Material.** Another name for pre-consumer material. Use of the term, “post-industrial material” has been phased out.

**Reclaimed Material.** Material that would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and recovered (reclaimed) as a material input, in

lieu of new primary material, for a recycled or a manufacturing process. (Source: ISO 14021:1999)

**Recycled Material.** Material that has been reprocessed from recovered [reclaimed] material by means of a manufacturing process and made into a final product or into a component for incorporation into a final product. (Source: ISO 14021:1999)

Note: SCS may interpret a material to be recycled if it is “used, reused, or reclaimed” according to United States Government Code of Federal Regulations Title 40: Protection of Environment Part 261.1:

(4) A material is “reclaimed” if it is processed to recover a usable product, or if it is regenerated...

(5) A material is “used or reused” if it is either:

(i) Employed as an ingredient (including use as an intermediate) in an industrial process to make a product (for example, distillation bottoms from one process used as feedstock in another process). However, a material will not satisfy this condition if distinct components of the material are recovered as separate end products (as when metals are recovered from metal-containing secondary materials); or

(ii) Employed in a particular function or application as an effective substitute for a commercial product (for example, spent pickle liquor used as phosphorous precipitant and sludge conditioner in wastewater treatment).

**Records.** Any information in written, visual, or electronic form that documents the activities undertaken by a user to demonstrate conformance with this Standard.

**Stakeholders.** People who are, or who might be, affected by any action taken by users of this Standard. Examples are: customers, workers, partners, contractors, suppliers, etc.

**Standard.** When capitalized, refers to this Standard (Material Recycling and Reclamation Facility or Material Recycling and Reclamation Program Standard).

**Supplier.** Organization that supplies a material, product or service to the manufacturer.

**Waste.** anything for which the generator or holder has no further use and which is discarded or is released to the environment. (Source: ISO 14021:1999)

## 4.0 Referenced Documents

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### 4.1 Normative References

The following normative documents contain provisions that, through reference in this text, constitute provisions of this Standard.

1. ISO 14021:1999, “Environmental labels and declarations – Self-declared environmental claims (Type II environmental labeling).”
2. Code of Federal Regulations Title 40: Protection of Environment, Part 261- Identification and Listing of Hazardous Waste
3. ISO 14024:1999, “Environmental labels and declarations – Type I environmental labeling – Principles and procedures.”
4. ISO 14020:2000, “Environmental labels and declarations – General principles.”

## **4.2. Additional References**

1. Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims (available at: [www.ftc.gov](http://www.ftc.gov))
2. ISO 9001:2000, “Quality management systems – Requirements.”
3. ISO 14001:2004, “Environmental management systems – Requirements with guidance for use.”
4. U.S. Green Building Council Leadership in Environmental and Energy Design (LEED) Green Rating Guides (available at: [www.usgbc.org](http://www.usgbc.org))

## **5.0 Requirements**

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This section of the Standard describes general conformance requirements for manufacturers.

### **5.1. General Conditions**

#### **5.1.1. Traceability**

Auditable traceability practices shall be employed by the facility operator to assure that outgoing materials/products from facilities or programs conforming to this Standard can have all input materials tracked back to an identifiable origin.

#### **5.1.2. Chain of Custody**

##### **5.1.2.1. Tracking Forward**

Auditable practices shall be employed by the manufacturer to assure that materials from facilities or programs conforming to this Standard can be tracked forward through the chain of custody, to ensure that the quantity of each material and its destination can be identified.

##### **5.1.2.2. Segregation**

The facility operator shall maintain a documented procedure for segregating and clearly identifying materials by type, source, and/or destination in stages such as receiving, storage, transfer to shipping, and shipping.

#### **5.2.2.3 License to Operate**

The manufacturer shall have documentation of any and all valid local, state, or federal permits required to operate a recycling/reclamation facility.

## **5.2. Requirements for Material Qualification & Quantification**

### **5.2.1. Material Qualification**

#### **5.2.1.1. Recycling and Reclamation Process Description**

The program or facility operator shall provide a diagram and description of the recycling and reclamation process showing all inputs of materials, all internal material flows (e.g., reuse or recycling of scrap), and all material outputs.

#### **5.2.1.2. Incoming Material Verification & Validation**

The program or facility operator shall detail the composition of each incoming material, its source, and the nature of any processing that occurred to it before it reached the facility or program. Suppliers of incoming material may be contacted by SCS to confirm validity and, at the discretion of SCS on condition of their consent, may be subject to further review.

#### **5.2.1.3. Registry of Suppliers**

The program or facility operator shall maintain auditable records of current suppliers and supplies.

#### **5.2.1.4. Material Quality**

Documentation of efficacy/quality screening and/or performance tests specific to material/product type produced by the program or facility shall be provided. This documentation shall demonstrate that outgoing materials are usable as a feedstock for additional manufacturing, an input for additional recycling, or as a finished product.

### **5.2.2. Material Quantification**

#### **5.2.2.1. Source Material Supply Data**

Summary data containing the amount of material obtained from each supplier/source under review shall be maintained and provided for each of most recent twelve months. Data should be provided on a dry weight measurement basis, or in standard reporting units with a conversion factor that allows calculation to a dry weight basis.

#### **5.2.2.2. Finished Material/Product Formulation**

The program or facility operator shall provide the formulation/composition of all finished products or outgoing materials produced by the program or facility under review. If applicable, these data shall include a list of all components, the amount (by dry weight or some other measure than can be converted to dry weight) of each component in the finished product, and the percentage of each component in the finished product (total dry weight basis).

#### **5.2.2.3. Gross Production/Outgoing Materials**

For every material/product leaving the facility or handled by the program under review, the facility operator shall provide monthly gross production totals (numbers of units and weight of units) for the twelve month data review period; the destination (e.g. incineration, further recycling, sales, etc.) of each material/product shall also be noted. These data shall show that the quantity and destination of all incoming materials is accounted for. At the discretion of SCS, recipients of these materials may be contacted to confirm material flow and destination.

#### **5.2.2.4. Waste Generation**

The program or facility operator shall maintain auditable records for the data review period of the amounts and units of measurement for the waste generated and sent to disposal or incinerated. These records shall identify any hazardous waste generated including its quantity, type, and final destination. As required by law, the facility operator shall classify hazardous waste according to CFR 40, Part 261- Identification and Listing of Hazardous Waste.

#### **5.2.2.5 Scrap Reuse**

The program or facility operator shall maintain auditable records for the data review period of the amounts and units of measurement for the scrap reused internally, if any, within the program or facility under review.

#### **5.2.2.6. Material Inventories**

The program or facility operator shall maintain auditable recycled material inventories of the amount and types of materials used at the recycling and reclamation program or facility under review for the each of the twelve months preceding the certification assessment.

#### **5.2.2.7. Material Turnover**

The program or facility operator shall provided data that shows that the program or facility is not acting as a long-term storage facility for unusable waste materials.

#### **5.2.2.8. Material Efficiency**

The program or facility operator shall provided data and information that shows that incoming materials are being processed such that as much usable material is being extracted as is technologically and economically feasible.

#### **5.2.2.9. Scale Calibration**

The program or facility operator shall maintain an auditable record that confirms that all scale(s) used for measuring materials onsite have been calibrated during the data review period.

### **5.3. Health and Safety Requirements**

#### **5.3.1 General Requirements**

The program or facility operator shall provide documentation of a system in place to comply with applicable environmental, as well as occupational, health and safety regulations.

### **5.4. Requirements for Management**

#### **5.4.1. General Requirements**

The program or facility operator shall operate a quality management system appropriate to its size and operations to ensure adequate and continued compliance to the Standard.

#### **5.4.2. Documented Chain-of-Custody Procedures**

Documentation shall include, at a minimum:

- a) A diagram and description of the material flow and manufacturing process; and
- b) Procedures for attaining and maintaining compliance to the Standard.

#### **5.4.3. Record Keeping**

The program or facility operator shall establish and maintain record-keeping procedures to provide evidence of conformity with the Standard's requirements. The user shall keep, at a minimum:

- a) Records of all suppliers providing materials for the program or facility under review;
- b) Records of all purchased materials; and
- c) Records of materials/products sold or disposed of.

The program or facility operator shall ensure that records are retained for a minimum of five years and are auditable.

#### **5.4.4. Roles and Responsibilities**

The program or facility operator shall maintain and communicate clearly articulated roles and responsibilities for affected management and staff.

##### **5.4.4.1. Management**

The program or facility operator shall define and document its commitment to implement and maintain the Standard's requirements. The commitment statement should be made available to personnel, suppliers, and customers.

##### **5.4.4.2. Staff**

The program or facility operator shall establish set responsibilities for personnel who conduct operations affecting the implementation of the Standard's requirements.

##### **5.4.5. Training**

The program or facility operator should maintain auditable procedures to ensure that personnel who conduct operations affecting the implementation of the Standard's requirements have adequate training and experience.

#### **5.4.6. Inspection**

The program or facility operator shall ensure and review the outcome of internal audits occurring on a regular basis to assess ongoing conformity with the Standard, to identify non-conformities and implement corrective actions as needed.

## **6.0 Guidelines for Suppliers**

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### **6.1. Suppliers**

The facility operator shall provide and facilitate the availability of supplier information relevant to the certified claim(s). An *SCS Template Affidavit* containing the minimum supplier information requirements is available upon request.

## **7.0 Certification and Continued Conformance**

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### **7.1. Certification**

Once a material recycling and reclamation program or facility qualifies for certification based on conformance with the Standard, an SCS Material Recycling and Reclamation Facility or SCS Material Recycling and Reclamation Program certificate of achievement is issued. Certificates are valid for one year, provided that the program or facility operator maintains conformance with the requirements.

### **7.2. Continued Conformance**

An annual renewal audit to demonstrate continued conformance with the Standard is required if the facility operator wishes to continue making a certified claim.

## **8.0 Marketing Requirements**

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### **8.1. National Requirements**

All uses of the SCS Certification Certificate or references to the certification in advertising and marketing shall be conducted in conformance with U.S. Federal Trade Commission guidelines, or other national guidelines if outside of the U.S.

### **8.2. SCS Requirements**

The manufacturer shall comply with the requirements of the *SCS Certification, Validation and Verification Program Labeling and Language Guidelines* at all times.<sup>1</sup>

## **9.0 Complaints, Appeals and Disputes**

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All complaints, appeals and disputes are handled in accordance with the *SCS Complaint, Appeals and Disputes Procedure*.<sup>2</sup>

<sup>1</sup> Provided as a supplement to the SCS Assessment Services Agreement. This document is also available on the SCS website at: [www.scscertified.com](http://www.scscertified.com) and upon request.

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