

Master Logger Chain-of-Custody Documented Control System:
FSC-certified Wood Products (FSC Pure)

Member of:
The Trust to Conserve Northeast Forestlands
FSC Group Chain of Custody Certificate
and FSC Group Controlled Wood Certificate
SW-COC – 001677/ SW-CW-001677

Member Company: Master Logger
Location: New England and New York

FSC Relevant Standards:

- FSC-STD-40-004 (version 2.0) *FSC Standard for Chain-of-Custody Certification*
- FSC-STD-40-201 (version 2.0) *FSC On-Product Labeling Requirements*

Certification Contacts:

For the Trust to Conserve Northeast Forestlands:

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Site Manager for Master Logger:

Site Manager
Phone number
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I. Chain of Custody Management

A. Responsibilities of The Trust to Conserve Northeast Forestlands

1. The Trust to Conserve Northeast Forestlands (TCNF) is responsible for maintaining the group certification and for representing the interests of its members in communications with the certifying body. TCNF will:
 - a) provide training and tools to assist member companies in managing their chain of custody system according to FSC standards;
 - b) annually monitor member companies and collect required data on production and sales of FSC materials;
 - c) facilitate annual audits by the certifying body;
 - d) respond to corrective action requests made by the certifying body.
 - e) manage the group's use of the FSC trademark.
 - f) Maintain group certification records

B. Responsibilities of Member Company

1. The member company is responsible for complying with the TCNF Group Chain of Custody Manual, the Documented Control System prepared for the member company, and with the FSC standards.
2. The member company will designate a Site Manager who will be the primary contact with TCNF and who will be responsible for managing the member company's chain of custody procedures.

II. Purchasing and Receiving

A. Procedures for purchasing FSC-certified material.

1. FSC certified wood products are purchased from FSC certified forestland.
 - a. In accordance with FSC-STD-40-004 (version 2.0) Principle 4.1 Identification of Input, Master Logger Company will be in possession of each supplier's valid FSC CoC certificate, ensure that the material is covered by the scope of each supplier's certificate, and ensure that the material is properly labeled with an FSC claim.
 - i. Wood Processing Company will notify TCNF of each new FSC supplier providing input material and verify the status of the certificates through TCNF when contracts or sales are negotiated. Wood Processing Company will provide the supplier's certificate code number to TCNF for verification prior to receipt of the material. TCNF will:
 1. Verify the supplier's certification status and scope of their certificate through www.fsc-info.org
 2. Notify Wood Processing Company within 48 hours of receipt of inquiry.
 - ii. Wood Processing Company shall keep on file an official copy of the FSC certificate for each supplier offering FSC materials.
 - iii. Purchase contracts or sales documents will state seller's FSC claim and certificate number and will be kept on file for five years.

B. Handling of materials upon receipt

1. Master Logger shall ensure that FSC certified materials in their possession remain identifiable and are not mixed with non-certified materials.
 - a. In the event of concurrent logging operations on multiple landowners, Master Logger shall not combine loads of FSC-certified and non-FSC materials on a single truck.
 - b. When using one landing with multiple landowners the wood will be separated by a natural barrier or identified in separate piles.
 - c. Clean up loads, which is any amount of wood that is less than a full load, may not be combined with any non-FSC material.
 - d. When using a concentration yard owned and operated by the member, FSC-certified material must be stored in a separate location and identified with signs or other markings if non-certified wood is also stored in the yard. Appropriate documentation must accompany all loads of FSC-certified material entering and leaving the concentration yard.

C. Procedures for recording quantities of certified materials harvested.

1. Master Logger will maintain a record of the volume of FSC certified materials harvested by product and species.

D. Responsible personnel for purchasing and receiving.

Site Manager is responsible for procurement of FSC certified materials and maintaining records.

E. Forms/records used for purchasing and receiving.

Forms/records will include:

- a. contracts/sales documents and invoices
- b. copy of supplier certificate
- c. accounting record as described in II. C. 1.

III. Production

A. Product Group Schedule

Master Logger will maintain an up-to-date Product Group Schedule that will be publicly available upon request. Master Logger will notify TCNF of any changes to the Product Group Schedule should it be modified. The table below contains the Product Group Schedule current as of **April 10, 2009**.

FSC Product Group			
Product Type and Code	0311 Logs of coniferous wood	0312 Logs of non-coniferous wood	0313 Fuel wood, in logs, in billets, in twigs, in faggots or in similar forms
FSC Claim	FSC Pure FSC Controlled Wood	FSC Pure FSC Controlled Wood	FSC Pure FSC Controlled Wood
Species	Pine, spruce, fir, hemlock, larch	Maple, cherry, ash, oak, birch, hickory, beech, aspen, linden, yellow poplar	Pine, spruce, fir, hemlock, larch, maple, cherry, ash, oak, birch, hickory, beech, aspen, linden, yellow poplar
Input Material Categories	FSC Pure Controlled Wood	FSC Pure Controlled Wood	FSC Pure Controlled Wood
Control System for FSC Claims	Transfer	Transfer	Transfer
Sites	various	various	various

IV. Finished Product Handling and Sales

A. Identification of Finished FSC-certified Products

- a. Trip tickets will be used to identify loads of FSC-certified material.

- b. Master Logger will stamp or otherwise indicate TCNF's FSC CoC code on every trip ticket accompanying a load of FSC-certified material.
- c. Master Logger is responsible for filling in all required information on each trip ticket used.
- d. The original ticket accompanies the load to the purchaser.
- e. Scale or weight slips for each load will be referenced to the trip ticket.
- f. Master Logger will retain a copy of the trip ticket and scale or weight slip for each load of FSC-certified material transported for at least five years.

B. Recording Quantities of Finished FSC-certified Products

Quantities of FSC Pure products sold are recorded separately and summarized by Product Group and customer.

C. Invoices and Shipping Documents

1. All trip tickets issued for outputs sold with FSC claims will include the following information:

- a) member name and MLC certificate number;
- b) name and location of the FSC certified property;
- c) date when the document was issued;
- d)f) the TCNF FSC Chain of Custody code;
- g) clear indication of the FSC claim (FSC Pure)

2. The certificate code is:

SW-COC- 001677

D. Responsible Person for Finished Product Handling and Sales

Site Manager

E. Forms/records used for Finished Product Handling and Sales

1. Summaries of quantities and volumes of finished certified products as described in IV. B.
2. A copy of each trip ticket.
3. Weight or scale slips

V. Labeling / Logo Use

A. Types of labels or other marks that will be used on finished certified products.

Master Logger will sell FSC Pure materials.

B. Procedures for use of the SmartWood and/or FSC logos.

1. Master Logger will not use the FSC, SmartWood, or Rainforest Alliance logo or name for any on-product label or off-product promotional use without prior approval of SmartWood through TCNF.

2. Master Logger will submit drafts of on-product labels or off-product use to TCNF who will submit them to SmartWood for approval.

3. TCNF will inform Master Logger of SmartWoods response.

C. Responsible personnel for labels and logo use.

Site Manager is responsible for monitoring all label and logo use.

VI. Record Keeping

A. Procedures for maintaining records pertaining to certification.

1. The following records will be maintained by Master Logger:
 - a. Purchasing and receiving records
 - i. Supplier FSC certificates
 - ii. Contracts or sales documentation
 - iii. Volumes of FSC certified products by product and species
 - b. Production records
 - i. Product Group Schedules
 - c. Sales and shipping records
 - i. Summaries of quantities and volumes of certified products sold
 - ii. Trip tickets and scale or weight slips
 - d. Label and logo use records
 - i. Label/logo use requests
 - ii. SmartWood approvals
 - e. Training records
 - i. Agenda and proceedings of training sessions
 - ii. Attendance lists
2. Reports and summary concerning certified materials will be kept for a period of five years.

B. Procedures for compiling annual audit data.

1. Master Logger will annually report to the Trust a quantity/volume summary for all certified product purchases and sales on a form provided by the Trust.
 - a. For each material category and product group ER Palmer Lumber will prepare annual volume summaries providing quantitative information as follows:
 - i. inputs received;
 - ii. inputs still in stock;
 - iii. outputs sold.
2. Master Logger will facilitate audits of the Trust's certificate by the certifying body by making records and certification documents readily available at the time of auditing.

VII. Training

- A. All personnel involved in purchasing, receiving, production, sales, and recordkeeping will be trained in the appropriate elements of the Chain of Custody system used at the work site and administrative office

- B. Master Logger will train new employees as needed on the appropriate elements of the Chain of Custody system used at the work site and administrative office.
- C. Master Logger will maintain records of the training provided to staff in relation to implementation of this standard. The agenda and proceedings of trainings will be kept on file for 5 years.