



Global Recycle Standard

Control Union Certifications

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Introduction & scope

The GRS is intended for applicants of the GRS process certification. Applicants may be certified companies that trade and/or produce the end product or half (finished) product of the recycled product to enter the GRS program. In case the party is outsourcing partly or completely the production of the end products, the production units involved have to comply with the GRS standard as well.

A) TRACEABILITY PRINCIPLES

Criteria related to the transport and the use of certificates and prescribed indications

1.1. Material entering the GRS system or material transported between GRS certified companies shall only be transported in a manner that prevents substitution or pollution of the contents. An invoice of the shipment or transport documents (such as a bill of lading etc) must be provided.

1.1a. The invoice of the shipment or transport documents shall state:

- The name and address of the certified company and the sender or receiver.
- The name and quantity/volume of the shipped product.

1.1b. Documents claiming GRS must have a format prescribed by Control Union Certifications¹. All the documents, including documents supporting the GRS claim shall state:

- The name and address of the certified company.
- A signature of the entity claiming GRS.
- This documentation shall be traceable to the material that is transported.

Criteria related to control of incoming products

2.1. Upon receipt of GRS certified (half finished) products or GRS claimed raw materials, the participating certified company is obliged to inspect:

- the accompanying documents of the packaging or container and
- whether the particulars referred to in criteria 1.1 have been provided
- general condition and/or quality of the products or GRS claimed raw materials
- quantity of the products or GRS claimed raw materials

The outcome of this inspection must explicitly be stated in the records of the participating certified company. If this inspection raises doubts about compliance with the above, the processing of this product shall not be commenced until conformity is proven. Until this time the product shall not be discharged, unless it is handled strictly separate.

2.2. Producers and / or collectors of the raw material that is to be recycled are obliged to collect and verify a written claim from suppliers of GRS raw material (or products) entering the GRS (a claim¹ with reference to the contract)

2.3. Raw material originating from the following standards are permitted as input into the certified system:

- National recycling Standard for Taiwan and Japan
- Ecomark certified products
- SCS certificates for recycling
- Raw material originating from Control Union certified sources

¹ The format for the claim is available at Control Union Certifications

Other standards and certification schemes may be added to this list only after independent benchmark studies.

2.4 Internal waste that is generated during the process of recycling of raw material or during further processing of half products shall be handled and stored strictly separate. In order to keep track of the amount of internal waste the certified company has to monitor the amounts of internal waste and keep records.

Internal waste that is re-used in the recycled production process will be considered pre-consumer waste. Note this applies to both 'own' as third party internal waste. Prior to re-using the (third party) internal waste in the recycling production process the material shall be weighed and the weight shall be recorded.

2.5. Sellers of half-finished and recycled end products are obliged to collect and verify valid transaction certificates issued by Control Union Certifications from the previous certified company for all incoming products. On receipt of the products the certified company must check the integrity of the packaging or container and must verify the origin and nature of the products from the information contained in the label/documentation by way of a claim². In case of any doubt as to the product's origin it may only be put into processing or packaging after elimination of that doubt.

2.6. In order to keep track of the amount of GRS (raw) material supplied the certified company has to monitor the amounts of GRS (raw) material supplied. In case the amount of (raw) material supplied deviates from the amount stated in the claim as to the percentage of recycled material or in the transaction certificate, the certified company is obliged to verify this deviation with the sender and record it.

2.7. The company is obliged to keep the original documents for at least two years, which confirm the (GRS) status of the purchased product: e.g. documents that accompanied the products, and copies of certificates (issued by an accredited certification body).

Criteria related to administration

3.1. The certified company shall ensure that it is possible for the inspector to:

- 3.1a. Trace the source, origin, nature and quantities as also the use of all material, delivered to the distinctive unit.
- 3.1b. Trace the source, origin, nature, quantities and destinations as also the use of all products, which have left a distinctive unit.
- 3.1c. Trace the source, origin, nature, quantities and destinations as also the use of all internal waste
- 3.1d. Check the origin, nature and quantities, additives and substances for manufacturing and the composition of the prepared GRS material. This should include the calculation of the ratio between material originating from certified and non-certified sources, the ratio between pre- and post-consumer material and the verification of purchased quantities and sources at the participating suppliers of raw material.

3.2. The certified company is obliged to keep records of the nature, quantities, origins and/or destinations (including name and address of the buyers concerned and the dates of delivery) of all products received and delivered.

3.3. The certified company is obliged to keep records of the GRS claims made on shipments, as well as copies of these GRS claims. In case of the producer this includes the claims and any applicable transaction certificates.

² The format for the claim is available at Control Union Certifications

3.4 The certified company is obliged to perform and keep records of a mass balance calculation (as described under criteria 5).

Criteria related to quality control

4.1. Certified companies are obliged to maintain a documented GRS system plan, that describes the processes, including the point of risks and the flow diagram.

4.2. A system ensuring product quality is developed and implemented by which all raw materials, all half (made) products and all products, before, during and after the processing and preparing can be traced and identified. All points of risk where pollution with foreign material or mixing with products polluted with foreign materials, can occur during the process of storage and processing, are identified and documented. Preventive measures are documented and taken accordingly.

4.3. Transport used for outgoing GRS products shall be clean to avoid mixture or contamination with products that have not been obtained in accordance with the provisions.

When dedicated transport is used, a written declaration from the transport company is sufficient. The declaration shall state that the trucks and vessels are thoroughly cleaned. The trucks have to be checked randomly by the supplier. Reports of the check must be available on request.

4.4. Specifications of raw materials, (half finished) products shall be recorded and available to the relevant personnel.

4.5 Any external storage shall be considered a part of the facility, and rules applicable to the facility shall be applicable to the storage.

Criteria related to the calculation amount of GRS material vs Non- GRS material with the use of the mass balance calculation

5.1. In order to become part of the GRS Program, by volume or weight, a part of the material produced has to be from a GRS approved or certified³ origin and 100% free from pollutants. The total annual amount of GRS material is derived from a mass balance calculation.

(A/B)C=D

A= Annual input of claimed GRS raw material in metric ton or m³.

B= Total annual input raw material in metric ton or m³, including the material that might be used in the process of the production.

C= Total annual amount of produced end product.

D= Annual amount of end product on which GRS can be claimed.

The fact that the water content is a constant factor in A and B is taken into account. GRS may be claimed for shipments, as long as the total amount of material delivered during the year on which the GRS is claimed, is smaller than or equal to the total amount of end product on which GRS can be claimed (D) as calculated with the formula above. No false claim may be made or claims that would increase the total amount of GRS claimed material above the annual amount of end product on which GRS can be claimed (D). The GRS claims have to be recorded.

Data will be checked during the annual audit and must be in conformity with the contract. Deviations of > 5% will result in a non-conformity and may lead to exclusion from the GRS Program. Waste percentages should be included into this mass balance calculation. The company shall specify the percentages of pre- and post-consumer waste within the total amount of GRS material.

³ A list of GRS approved certification systems is available at Control Union Certifications.

B) ENVIRONMENTAL PRINCIPLES

Criteria related to the environmental management

6.1 Certified companies must have an environmental policy manual. This manual must include the responsible person within the certified company, as well as documented procedures to minimise and monitor waste and discharges, as well as procedures on how the certified company shall act in the event of incidents regarding waste water. It must also contain procedures for training staff on environmental issues regarding waste water and chemical use and disposal. The manual must furthermore contain a program for improvement of aforementioned issues.

6.2 Certified companies must keep full records of the use of chemicals, energy, water consumption and waste water treatment, including the disposal of sludge.

6.3 Wastewater shall not be disposed without wastewater treatment. Permitted treatments are:

- Wastewater treatment within the company
- Wastewater treatment by the local authorities

6.4 Wastewater shall not contain any additives and shall be cooled down until a temperature below 40 degrees Celsius.

6.5 Wastewater which has a acidity pH <6 or >9 shall be neutralized until the acidity is between these borders.

C) SOCIAL PRINCIPLES

Criteria related to workers' health and safety

7.1 The certified company must have an up-to-date written risk assessment for safe and healthy working conditions.

7.2 The certified company must have an up-to-date written health, safety and hygiene quality manual including issues of the afore-mentioned risk assessment, e.g. accident and emergency procedures, hygiene procedures, dealing with any identified risks in the working situation.

7.3 The certified company must have a senior member of staff assigned with the responsibility of all health, safety and training issues.

7.4 All workers must wear appropriate protective clothing (protective masks, shoes, gloves) and this clothing must have been bought or rented at the expense of the certified company.

Criteria related to workers' rights

8.1 Forced or bonded labour is not permitted in the certified company.

8.2 Identity papers or (monthly) deposits shall not be held by the certified company.

8.3 Workers have the right to leave the certified company after reasonable notice.

8.4 The certified company shall grant all workers the right to freely join or form trade unions and establish collective bargaining initiatives. Alternatives to trade unions and

collective bargaining, such as forming local committees with local government, shall be actively facilitated by the certified company. This is permitted only in countries where trade unions are prohibited.

8.5 Procedures shall be in place, and actions shall be taken where appropriate, to ensure that there is no discrimination against workers' representatives. These representatives shall have access to persons and facilities in order to carry out their representative positions.

8.6 In cases where child labour is found in a certified company, the certified company shall develop and / or actively engage in initiatives pertaining to educational programs for these children. In practice, this means that the certified company shall provide schooling to children engaged in child labour until the age of 16. Definitions, as defined by the ILO, of a "child" and "child labour", shall be used in this context.

8.7 Persons under the age of 18 shall not be employed at night or operate in hazardous conditions. This conforms ILO conventions C138 and C182.

8.8 Wages paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher.

8.9 All workers shall be provided with written and understandable information about their employment conditions (i.e. an employment contract). This information shall include wages and social benefits and insurances that are deducted by the certified company. This information shall be presented to the workers upon starting work. Workers shall also be informed about the details of their wages for the pay period concerned each time that they are paid (i.e. pay slip or registration). Employment must be founded on the basis of a recognised employment relationship established through national law and practice.

8.10 The certified company shall not deduct from wages in any way, except for those deductions permitted or required by national law.

8.11 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

8.12 The certified company shall apply a 48-hour working week as a maximum, with as a minimum one day of rest per 7-day period.

8.13 The certified company shall apply an overtime policy, in which overtime is voluntary and shall have a maximum of 12 hours per week. Overtime shall be paid at a premium rate.

8.14 The certified company shall apply an recruiting policy that actively prohibits termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8.15 Regulations pertaining to worker rights and obligations, as well as social security laws, policies and regulations shall be upheld, as part of the employment contract. The above shall not be avoided by excessive short-term contract, sub-contracting, or any other alternative labour arrangements.

8.16 Abuse, or the threat of abuse, of any form, as well as physical and psychological discipline is prohibited.

Criteria related to training

9.1 Records are kept for health, hygiene and safety training activities and attendees, including topics discussed. These records must be available for all those working in the certified process.

9.2 All workers in the certified company must have gone through health and safety training. Records must be available for this.

Criteria related to hygiene, hazards and first aid

10.1 The certified company must have documented hygiene instructions displayed clearly.

10.2 Emergency procedures must be clearly displayed and be understandable to all workers.

10.3 Warning signs must be used in with each potential hazard.

10.4 First aid kits must be readily available when necessary.

10.5 Workers must have access to washing facilities, clean drinking water and dining area.

10.6 Dormitories or on-site living facilities must have running water, hygienic sanitation.

D) LABEL GRADING AND LOGO USE

Criteria related to label grades and logo use⁴

11.1 Finished or half-finished products containing recycled raw material may label products as "Global Recycle Standard" product. The product shall be categorized based on the amount of pre- and/or post-consumer recycled raw material the product contains. This amount shall be expressed in a percentage (%) with a minimum of 5%.

11.2 Labelling of the product shall always contain the following wording:

"Made with recycled -raw material- X% pre-consumer and X% post-consumer"

Where:

- a. -raw material- : the raw material used shall be specified.
- b. pre-consumer and post-consumer percentages shall be specified.

11.3 Certified products shall additionally be labelled with "CU+project number", whereby the project number is a number issued by Control Union Certifications to certified companies.

11.4 Products may additionally be labelled with the logo of the Global Recycle Standard (shown below) as well as reference to www.controlunion.com . Reference to the logo in informational material such as, but not limited to, brochures and presentations must be approved by Control Union in writing.



⁴ Annex A shows examples of correct product labels.

E) GENERAL PRINCIPLES

Criteria related to inspections

12.1 The company seeking certification must give the certification body, for inspection purposes, access to all parts of the unit and all premises, as well as to the accounts and relevant supporting documents. They must provide the certification body with any information deemed necessary for the purposes of the inspection. When requested by the certification body, the company seeking certification shall submit the results of its own voluntary inspection and sampling programs.

12.2 The certification body must make a full physical inspection of the production/preparation units or other premises at least once a year. Moreover, the certification body has the right to carry out unannounced inspection visits. The visits shall cover in particular those holdings or situations where specific risk or exchange of products may exist.

F) GLOSSARY

End product:	End products are goods that have completed the manufacturing process but have not yet been sold or distributed to the end user.
Foreign material:	Any adherent matter that is not parent material of the raw material used in the recycling process.
Half product:	Product that requires further processing in order to become an end product
Internal waste:	Waste that is generated during the process of recycling of raw material or during further processing of half products
Pre-consumer waste:	The reintroduction of manufacturing scrap (such as trimmings from paper production, defective aluminium cans, etc.) back into the manufacturing process. Pre-consumer waste is commonly used in manufacturing industries, and is often not considered recycling in the traditional sense.
Post-consumer waste:	A waste type produced by the end consumer of a material stream; that is, where the waste-producing use did not involve the production of another product. Quite commonly, it is simply the garbage that individuals routinely discard, either in a waste receptacle or a dump, or by littering, incinerating, pouring down the drain, or washing into the gutter.
Raw material:	Pre- or post-consumer waste/used product destined to be recycled in a recycling process.

Annex A

In this Annex you will find a set of examples of product labels. These are intended as examples only. For logos on informational material, the logo use and reference to be approved by Control Union in writing.

Product labels

With logo:



Product labels without logo:

