

# **GREEN TOOLKIT FOR WOOD FLOORING MANUFACTURERS**

## ***Tools for implementing NWFA's Responsible Procurement Program***

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Offered by:

**National Wood Flooring Association**

[www.nwfa.org](http://www.nwfa.org)



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Lead author:

**Jason Grant Consulting**

[www.jasongrantconsulting.com](http://www.jasongrantconsulting.com)

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## **The NWFA Responsible Procurement Program**

[The Responsible Procurement Program](#) (RPP) is an environmental program developed by the National Wood Flooring Association (NWFA) whose goal is to harness the power of the U.S. wood flooring industry to promote environmentally- and socially-responsible forest management.

The RPP provides progressive “tiers” that act like rungs on a ladder on which participants can move gradually upward toward ever-higher levels of social and environmental performance.

All RPP participants start in **Tier 1** of the Program. As soon as possible but in no more than three years from the initial date of issuance of your RPP certificate, you must move to **Tier 2** of the RPP. **Tier 2** requirements include:

- ✓ Becoming FSC certified for chain of custody, which confers that right to sell and market FSC-certified products
- ✓ Setting objectives for gradual increases in sales of FSC-certified products.

## **Purpose of the Green Toolkit**

If you are an RPP participant, this Green Toolkit is intended to help you advance through the tiers of program. Components of this toolkit address FSC CoC certification and certification to FSC’s Controlled Wood standard, both of which are relevant to the RPP. Whether or not your company is an RPP participant, these components may contain useful information.

## **Using the Toolkit**

Due to the length, number and complexity of its components, this toolkit has been broken into parts or components. These are sequenced in an order that is logical for most users. Also, some users will not be interested in all available toolkit components – for example, companies that are not interested in getting certified to the FSC Controlled Wood standard can ignore those components.

When you join the RPP or purchase this toolkit from NWFA, you gain access to all available components which you may request all at once or sequentially as you need them.

## **Overview of Toolkit Components**

### **1) RPP Guidance**

- a) For companies first entering the RPP (RPP Tier 1), this document helps prepare for an initial RPP chain of custody (CoC) audit and explains how to advance through the RPP framework.
- b) Technical assistance in audit preparation is included as part of the RPP program fee that you pay to NWFA.

### **2) Guidance on FSC CoC Certification**

- a) The basics of FSC along with an explanation of what is required to prepare for a successful FSC chain of custody (CoC) audit
- b) FSC labels, product groups, control systems, and claims - what they are, how they are related, and how this applies to wood flooring manufacturers
- 3) Sample FSC CoC Written Procedures for a “typical” manufacturer of solid unfinished wood flooring

### **3) Sample FSC CoC Written Procedures for a “typical” wood flooring manufacturer**

#### **For companies interested in certification to the FSC Controlled Wood standard**

- 1) An overview of the purpose and function of FSC Controlled Wood in the FSC system and in the manufacture of FSC Mixed products
- 2) An explanation of what is required to prepare for a successful audit to FSC’s Controlled Wood standard
- 3) An overview of options for providing evidence of the origin of wood that one wishes to control
- 4) Sample written procedures for FSC Controlled Wood, sample Controlled Wood risk assessments for states in US hardwood region, other sample forms for complying with Controlled Wood requirements