

Chain of Custody Certification Report

Indiana DNR Secondary COC Group ¹

Changed since previous audit

FSC CHAIN OF CUSTODY SCS-COC-003941

FSC CONTROLLED WOOD SCS-CW-003941

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

EXPIRATION DATE

11/09/2016

Type of Audit: 2nd Annual Surveillance

Audit for the Year: 2013

Date Report Finalized: 12/30/13

Contact person for certificate: Jeff Settle

Organization Street Address: 402 West Washington Street

Zip or Postal Code: 46204-2739

City, State, Country: Indianapolis, Indiana USA

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Changed since previous audit

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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 [Forest Stewardship Council](#) (FSC) 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 that are 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.

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 nonconformances 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 the SCS Chain of Custody Program.

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>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 five Major CARs (all closed), four Minor CARs (two closed) and three Observations. The auditor recommends continued certification.</p> <p><i>All certificate holders are assessed against FSC-STD-50-001 at the same time as FSC-STD- 40-004, and/or PEFC ST 2001:2008 at the same time as PEFC ST 2002:2010/2013, where applicable.</i></p>	
<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) Products by type (e.g., logs, printed material) and material category (e.g., Mix); 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>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.</p>	
<p>To be completed by Certification Decision-Making Entity</p>	<p>SCS Certification Decision: Include the applicable standards, number and type of CARs, and any conditions or pre-conditions associated with certification decision.</p>	<p>Indiana DNR Secondary COC Group complies with the applicable requirements of FSC-STD-40-004 v2-1, FSC-POL-40-002, and FSC-STD-40-005 v2-1 with the exception of two Minor CARs. Continued certification is approved.</p>
	<p>Certification decision by:</p>	<p>Edward Dockray</p>
	<p>Date of decision: For initial or continued certification</p>	<p>December 30, 2013</p>
	<p>Allowable size limit and annual growth rate: For Group and Multi-site Certificates only</p>	<p>The organization may add up to 10 sites to the multi-site / group certificate before the next annual audit (55% growth), and the certificate can include a maximum of 60 sites (total) before the current certificate expiration date.* These numbers are subject to change at subsequent SCS audits.</p> <p><input type="checkbox"/> N/A, single certificate</p> <p>If additional certified locations, or expansion beyond above maximums, are desired please contact SCS.</p>

<p>Surveillance schedule: Note any sites or requirements needing special attention at the next audit. 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.</p>	<p>The next annual surveillance audit should take place in October 2014.</p>
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1.B. Conformance Summary

<p>Evaluation and description of any critical control points with a risk that uncontrolled wood or fiber may enter the Chain of Custody system:</p>		
Critical Control Point	High Risk of Mixing	Low Risk of Mixing
Purchasing eligible material/product		X
Verifying reclaimed/controlled material		X
Receiving		X
Segregation		X
Processing		X
Determination of claims (transfer, percentage or credit system; physical separation or percentage method)		X
Outsourcing		X
Trademark use	X	
Sales and shipping documents		X
Other:		
<p>At the time of the audit, had the organization taken physical possession of FSC-certified material?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No, 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 <input checked="" type="checkbox"/> N/A, this is a Surveillance or Re-evaluation audit <input type="checkbox"/> N/A, not normal business practice to take physical possession of material/ product <input type="checkbox"/> N/A, not certified to FSC standards </p>	
<p>Describe any high risks of mixing noted above, indicating which certification schemes are affected and the corresponding CAR or OBS:</p>	<p>FSC-POL-40-002, 2.1.11 and FSC-STD-50-001 V1-2 Annex 2: Group Entity did not have a system to actively check for group members' compliance with FSC trademark requirements. No record of SCS authorization for trademark uses and non-conforming trademark uses were observed in web sites.</p>	

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 nonconformances and opportunities for improvement:

Complete CAR/OBS form and submit with audit report. If one CAR is issued against multiple standards, count the CAR towards the primary standard reference only.

Standard	# Major CARs	# Minor CARs	# Observations
FSC-STD-40-004 Chain of Custody		3 (1 closed)	2
FSC-STD-40-005 Controlled Wood	1 (closed)	1 (closed)	
FSC-STD-40-007 Reclaimed Material			
FSC-STD-40-003 Multi-site CoC Certification			
FSC-POL-40-002 Group CoC Certification	3 (closed)		1
FSC-STD-50-001 Trademark requirements	1 (closed)		
PEFC ST 2002:2010/2002:2013 Chain of Custody Requirements			
PEFC ST 2001:2008 PEFC Logo Usage			
Other:			

1.C. Evaluation Summary**Description of evaluation:**

After setting a date for the review, the auditor sent the Indiana DNR Secondary COC Group Manager an FSC audit plan covering a visit for the group manager's office and 4 member sites selected by SCS. The manager sent the auditor group FSC procedures and a variety of other administrative and internal monitoring documents well in advance, which were examined along with 2012 reports. Summary internal monitoring reports requested by the auditor were not, however, available prior to the audit.

Lead auditor Paul Pingrey met with Group Manager Jeff Settle at his Brownstown, IN office on December 2. The opening meeting covered introductions, the audit protocol, standards being reviewed, current/proposed FSC COC requirements, and overview of the group's organization. The agenda moved on to review of the group's COC and CW procedures, risk assessments and the group organizational policies. A sample of records related to group administration, trademark usage, training and monitoring was examined. Draft CARs and Observations related to group management were summarized at the end of the meeting.

	<p>On Dec 3-11, the auditor reconvened with the Group Manager (and Chief State Forester Jack Seifert on Dec 6) at four Secondary COC Group members located in southern Indiana. See the following list of selected sites. After an opening meeting, each company’s FSC procedures were reviewed. The auditor looked at a sample of material purchase and transaction documents, training, and other relevant information. A tour of each facility was conducted, including interviews with control-point personnel. A closing meeting was held at each site to summarize findings and discuss next steps.</p> <p><u>Secondary Group</u></p> <ol style="list-style-type: none"> 1. J.L. Gilbert Co.- certified to CW (Sellersburg, IN) 2. Meyer Custom Woodworking, Inc. (Dubois, IN) 3. Superior Veneer & Plywood, Inc. - certified to CW (New Albany, IN) 4. SR Wood, Inc. - certified to CW (Clarksville, IN) <p>The auditor held a group closing meeting with the group manager at his office in Brownstown. We noted group strengths (including excellent audit coordination by the group manager), recapped group and member CARs and discussed next steps. After the site visits but before the reports were completed, the group manager provided the auditor with updated procedures and other documentation to address draft CARs.</p>
Number of sites audited out of total number of sites in scope of certificate:	Group Manager plus 4 of 18 member sites
Date(s) of evaluation:	Dec 2-11, 2013
Duration of evaluation (excluding report writing), with justification:	Group Manager: 14 hours (including document review) Member Sites: 12 hours (Each company uses the same basic COC procedures from a group template, and so they are fairly uniform.)
Auditor name:	Paul E. Pingrey (paulpingrey@gmail.com)
Auditor qualifications (e.g., training, certifications, number of years auditing):	Paul is a forester with extensive experience in sustainable resource certification and woodland management. He worked for the Wisconsin Department of Natural Resources for over 35 years, including administration of state forest certification programs from 2004 through 2009. Paul served on a national panel that developed the FSC-US Forest Management Standard, and he was the FSC-US Family Forests Program Manager for one year. Paul began as an independent auditor for SCS Global Services in 2010. He is an ISO19011 accredited senior lead auditor for Chain of Custody and forest management reviews.

Section 2: Organization Information

2.A. Certificate Scope

Total number of sites included in the certificate scope: Excluding outsourcers	18 <input checked="" type="checkbox"/> <i>Changed since previous audit</i>																											
Standards used in assessment of the organization: Check all that apply, for any and all sites. See certification decision for standard version(s).	<table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>FSC-STD-40-004</td> <td>Chain of Custody (including FSC-STD-50-001)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FSC-STD-40-003</td> <td>Multi-site Chain of Custody</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>FSC-STD-40-005</td> <td>Company Evaluation of Controlled Wood</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FSC-STD-40-007</td> <td>Sourcing Reclaimed Material</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>FSC-POL-40-002</td> <td>Group Chain of Custody</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PEFC ST: 2002-2010</td> <td>PEFC Chain of Custody (including ST: 2001-2008)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PEFC ST: 2002-2013</td> <td>PEFC Chain of Custody (including ST: 2001-2008)</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2"><i>Changed since previous audit</i></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 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: 2002-2010	PEFC Chain of Custody (including ST: 2001-2008)	<input type="checkbox"/>	PEFC ST: 2002-2013	PEFC Chain of Custody (including ST: 2001-2008)	<input type="checkbox"/>			<input type="checkbox"/>	<i>Changed since previous audit</i>	
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<input type="checkbox"/>																												
<input type="checkbox"/>	<i>Changed since previous audit</i>																											
The scope of this certificate includes the following: Check all that apply	<p>Forestry</p> <p><input type="checkbox"/> Forest Management Operation holding FSC FM/COC certificate</p> <p>Manufacturing: (with retail, wholesale, or other processes)</p> <p><input type="checkbox"/> Primary – uses round wood (logs) as inputs or does pulp or paper milling</p> <p><input checked="" type="checkbox"/> Secondary – all other manufacturers</p> <p>Non-timber forest products (NTFPs)</p> <p><input type="checkbox"/> Organization collects or processes NTFPs</p> <p>Trading only:</p> <p><input type="checkbox"/> Desk – trades in product without physical possession</p> <p><input checked="" type="checkbox"/> Wholesale – distributes product with physical possession</p> <p><input type="checkbox"/> Retail – sells to end-user with physical possession</p>																											

Type of Facility (main site): e.g. Sawmill, Paper mill, Wholesaler, Distributor, Paper Converter, Printer, Cabinet Manufacturer, etc.	The Indiana DNR Secondary COC Group includes a variety of lumber/veneer distributors, millwork shops, veneer/plywood converters, panel fabricators, dry kilns, planing mills and other secondary wood manufacturers. The Indiana Department of Natural Resources, Division of Forestry is the group manager. It administers state natural resource laws and programs but is not itself engaged in the production of forest products.																											
Type of data control system: e.g. manual, barcodes, computer automation, etc.	MS Office for Group Manager; manual data controls for smaller group members and MIS/ERP software for the larger companies																											
Approximate number of employees for all certified sites: Full-time equivalent employees	251 <input checked="" type="checkbox"/> <i>Changed since previous audit</i>																											
FSC Annual Accreditation Administration Fee (AAF) Class based on combined turnover of all sites included in certificate scope:	<table border="0"> <tr><td><input type="checkbox"/></td><td>I:</td><td><\$200,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>II:</td><td>\$200,001 to \$1,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>III:</td><td>\$1,000,001 to \$5,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>IV:</td><td>\$5,000,001 to \$25,000,000 USD</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>V:</td><td>\$25,000,001 to \$100,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>VI:</td><td>\$100,000,001 to 500,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>VII:</td><td>500,000,001 to 1,000,000,000 USD</td></tr> <tr><td><input type="checkbox"/></td><td>VIII:</td><td>>1,000,000,001 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 checked="" type="checkbox"/> <i>Changed since previous audit</i>	<input type="checkbox"/>	I:	<\$200,000 USD	<input type="checkbox"/>	II:	\$200,001 to \$1,000,000 USD	<input type="checkbox"/>	III:	\$1,000,001 to \$5,000,000 USD	<input type="checkbox"/>	IV:	\$5,000,001 to \$25,000,000 USD	<input checked="" type="checkbox"/>	V:	\$25,000,001 to \$100,000,000 USD	<input type="checkbox"/>	VI:	\$100,000,001 to 500,000,000 USD	<input type="checkbox"/>	VII:	500,000,001 to 1,000,000,000 USD	<input type="checkbox"/>	VIII:	>1,000,000,001 USD	<input type="checkbox"/>	N/A	Not FSC certified
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<input type="checkbox"/>	VIII:	>1,000,000,001 USD																										
<input type="checkbox"/>	N/A	Not FSC certified																										
PEFC Annual Notification Fee	Annual turnover of organization: <i>(include currency)</i> Notification fee is based on total turnover (not only wood or PEFC products) for all sites included in the scope of the certificate. Varies per country. <input checked="" type="checkbox"/> N/A, not PEFC certified																											
Language(s) of certificate:	<input checked="" type="checkbox"/> English <input type="checkbox"/> Dutch <input type="checkbox"/> Portuguese <input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> Other																											

Has organization been FSC CoC certified previously?	<input type="checkbox"/> Not previously FSC CoC certified <input type="checkbox"/> Transfer from other CB: <input type="checkbox"/> Previous SCS CoC client with lapse in certification <input type="checkbox"/> New SCS CoC client with lapse in certification, previous CB: <input checked="" type="checkbox"/> N/A, existing SCS client <input type="checkbox"/> N/A, not FSC certified
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2.B. Overview of Organization

<p>General description of organization: its operations, products and function of the sites.</p>	<p>There are 18 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 six are also evaluated against FSC-STD-40-005 v2-1 (Controlled Wood). 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, but Jeff Settle is not 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>During the past year, the group added six new members and dropped none. See section 2.1.15 of the FSC-POL-40-002 checklist for a list of membership changes.</p>
<p>Description of the system by which the organization maintains control over the Chain of</p>	<p><u>Quality management:</u></p> <ul style="list-style-type: none"> The management representative is of the group

Custody for all products and certification schemes included in the organization's certified product group list, covering:

- a) Quality management (CoC Administrator, number of staff involved, training program, etc.)
- b) Material sourcing
- c) Material receipt and segregation
- d) Volume control
- e) System for controlling claims
- f) Sales and delivery; and where applicable:
- g) Trademark use
- h) Outsourcing
- i) Minor components
- j) Controlled Wood or Reclaimed Material verification program(s), including Annex 3 where applicable
- k) Multi-site or Group management
- l) Special circumstances for other certification schemes

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 viewed prior to the audit did not clearly present each member site's product codes or control systems.

Material sourcing:

- The suppliers are verified at least annually by the member companies as having valid FSC COC/CW certificates.
- Six companies purchase/sell FSC Controlled Wood.

Material receipt and segregation:

- 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.

Volume control:

- Conversion factors are routinely tracked, however most of the sampled sites had not provided a written conversion factor methodology.
- Input and output quantities are routinely tracked by FSC claim.
- Annual volume summaries by product group are reported.

System for controlling FSC claims:

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.

Sales and delivery:

- Conventional invoices are used, which include the

	<p>company's FSC COC certification code and FSC claims.</p> <ul style="list-style-type: none"> • Conventional transport documents which include the same information as the invoices are generally used. <p><u>Labeling:</u> Promotional trademarks are being used for websites and some marketing material. No on-product labels are in use. The group manager did not have a good system for actively checking non-conforming trademarks uses prior to the audit.</p> <p><u>Outsourcing:</u> Two members (Superior Veneer & Plywood and SR Wood) are using low-risk outsourcing contractors for laminating veneer to panels.</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>Group Management:</u> The group manager provides valuable COC consultation and monitoring services. Indiana DNR has adequate resources to manage the group.</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>

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 nonconformances are found.

Nonconformance(s) were identified regarding product group list, but a corrected list was provided after the site visit as presented below.

2014 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
Leiberling Dimension, Inc.; SCS-COC-003941-K	Flooring, Paneling, Cabinets, Furniture	W5.7, W12.1, W12.2	“	“	FSC 100%, FSC MIX	Transfer	FSC 100%, FSC MIX
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-	Peeled Veneer, Sliced	W7.1, W7.2	“	“	FSC 100%, FSC MIX, FSC Controlled Wood	Transfer	FSC 100%, FSC MIX, FSC

CW-003941-M	Veneer						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
Cabinets Unlimited Corporation; SCS-COC-003941-O	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

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>Gymnocladus 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 strubus</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>
Largetooth 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 thomasi</i>

2.C. Outsourcing Processing of FSC and/or PEFC Material

- N/A, does not use contractors for outsourced processing of certified product
 N/A, not FSC or PEFC certified

Name of contractor	Contact information and address	CoC code, if certified	Outsourced activity	Organization's reason for outsourcing	Risk Indicator #* or N/A	Audited this year?	FSC	PEFC
Dimension Plywood	Ben McGuire; ph. 812-944-6491; New Albany, IN	SCS-COC-002951	Veneer lamination to panels	Superior Veneer & Plywood and SR Wood, Inc. use the contractor since they don't have the necessary equipment	Low (a)	No	x	

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#	* Indicators of high risk outsourcing
1	The organization is outsourcing a wide range of production related activities.
2	The organization is outsourcing to a number of contractors on a regular basis.
3	The contractor grades or sorts the material during outsourced processing.
4	The contractors label the product during outsourced processing.
5	Contractors do not physically return the FSC-certified product following outsourced processing.
6	The organization is outsourcing processing across national borders. Note that outsourcing across national borders to countries with Corruption Perception Index (CPI) less than 50 is always considered a <i>high risk</i> activity.
N/A	If not applicable, indicate the reason from the list below²:
a	The outsourced processing is not included in one of the above high risk indicators.
b	The product is permanently labeled or marked in a way that the contractor cannot alter or exchange products (e.g. heat brand, printed materials).
c	The product is palletized, or otherwise maintained as a secure unit that is not broken apart during outsourcing.
d	There is no risk of contamination, as the contractor handles exclusively materials from the contracting organization in its facilities during outsourcing.
e	The contractor is employed for services that do not involve manufacture or transformation of certified products (e.g. warehousing, storage, distribution, logistics).

² FSC IC Interpretation on FSC-STD-20-011, clause 2.1.1

2.D. FSC Controlled Wood / PEFC Controlled Sources

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

Purchases FSC Controlled Wood from FSC CW certified supplier(s)

- Purchases FSC CW, does not sell FSC CW (not certified to 40-005)
 Purchases and sells FSC CW Certified to 40-005 but Risk Assessments not necessary, issue CW code

Implements a Controlled Wood verification program

- Annex II Risk Assessments, does not sell FSC CW submit reviewed Risk Assessment(s)
 Annex II Risk Assessments, sells FSC CW submit reviewed Risk Assessment(s), issue CW code
 Annex III site audits, does not sell FSC CW submit reviewed RA(s) showing categories of 'unspecified risk'
 Annex III site audits, sells FSC CW submit RA(s) showing categories of 'unspecified risk', issue CW code

Purchases PEFC Controlled Sources from certified supplier(s) and/or implements PEFC DDS

- Purchases PEFC Controlled Sources from PEFC certified suppliers
 Implements PEFC Due Diligence System to verify material as PEFC Controlled Sources

Suppliers of Controlled Material

Controlled material includes non-certified virgin material included in the organization's controlled wood verification program / Due Diligence System (DDS). Complete the chart below or submit a complete list with report.

Supplier name and address	Description of non-certified wood / fiber received	Species received (Common and Latin names)	Approx. volume received
N/A			

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District(s) of Origin of non-certified wood included in organization's CW verification program/DDS

District of Origin (per Risk Assessment)	Sources of information	New	Updated	Approved	Field evaluation

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2.E. Minor Components

- N/A, does not use ineligible wood/fiber components in FSC products
 N/A, not FSC certified

Expand as necessary to include all minor components used (or intended for use) in FSC products. For minor components between 1 and 5%, also submit new derogation application(s) from the client (one per minor component).

Common Trade Name of Component	Description of Component	Volume/weight of wood/fiber	% volume/ weight of total product wood/fiber	Derogation expiration date (N/A if <1%)	Conditions of the derogation (N/A if <1%)	Species (where applicable)	Dimensions	FSC Product Group & Product Code (FSC-STD-40-004a)	FSC label used (Y/N)?

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<p>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.</p>	
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Section 3: Additional General Requirements

By acknowledging and agreeing to the findings provided in this report, the Organization hereby agrees to notify Scientific Certification Systems 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, outsourcers, and/or product group list, if not listed in report above.