Regulations Governing the Use of Certification Mark

(A) Representation of Mark

(Series of two marks)

(B) A description of the owner of the certification mark covering its nature, its competence to administer the certification mark and whether it is involved in the provision of the goods certified

Established in 1995, the Singapore Environment Council (SEC) (the "Applicant") is an independently managed, non-profit, non-government organization. It is an institution of public character that nurtures, facilitates and co-ordinates environmental causes in Singapore.


" " is a registered certification mark and may only be used with the express written consent of the Applicant.

The Applicant has not traded and does not propose to trade in the goods certified by the subject certification mark.

(C) The licensing policy, including the criteria in accordance with which decisions to accept or reject applications for authorization to use the mark will be based, and there should be a right of appeal to an independent tribunal in the event of rejection of an application

(1) Licensing policy – Assessment standards and criteria

The Criteria for the product category is annexed as **Annex A**, which may be revised by the Applicant from time to time as required. For the avoidance of doubt, there will be no amendments to the Regulation and/or any corresponding Annex unless the Registrar's consent to the proposed amendments have been obtained.

To qualify for a license to use the mark, the organization applying for the mark ("organization") must satisfy the Applicant that its product complies completely with the Criteria.

The organisation shall, when required, submit all such supporting documents, test reports and/or methodologies for review.

Where test reports are required, such test reports must originate from independent laboratories accredited under the Singapore Laboratory Accreditation Scheme (SAC-SINGLAS) (for laboratories in Singapore) or by their local accreditation bodies with mutual recognition arrangement with the Singapore Accreditation Council (SAC) (for overseas laboratories). In the case of Malaysia, these test reports originating from independent laboratories accredited by Department of Standards Malaysia under Skim Akreditasi Makmal Malaysia (SAMM).

Any organization may apply for a licence and will not be refused a licence provided: -

(i) the Criteria has been fully complied with; and
(ii) all tests results, where required, satisfy the Criteria.

Please refer to **Annex A** for the Criteria.

(2) Right to appeal

Whether a license to use the mark will be granted to an organization will be determined by the Singapore Green Labelling Scheme Secretariat ("SGLS Secretariat"), which is under the purview of the Executive Director. The SGLS Secretariat will also conduct random site audits to review and assess the organization's activities and documentation.

If an organization's application is rejected, the organization may lodge an appeal with the Singapore Green Labelling Scheme Steering Committee. The Green Labelling Steering Committee comprises 7 members of the SEC Board.

(D) Monitoring/supervision

The Applicant monitors certified organizations randomly and independently by:

(i) inspecting the organization's certified product at the organization's factory or premises to ensure that it complies with the Criteria;
(ii) removing from such premises reasonable quantities of samples of the organization's product, raw materials, components, manufacturing wastes, or any other materials associated with the certified product, for examination and testing to determine if the Criteria has been complied with;
(iii) requiring the organization to log data relevant to the certified product to satisfy the Applicant that it complies with the Criteria;
(iv) requiring the organization to carry out tests on the certified product, at a laboratory or institution approved by the Applicant annually or from time to time as required, to ensure that the certified product complies with the Criteria.

The Applicant may at any time during the period for which the approval to use the mark is granted, revise the Criteria and the organization shall take steps to ensure that the certified product complies with the revised Criteria within a reasonable time to be stipulated by the Applicant.

Consequences of non-compliance

Any approval to use the mark may be terminated or suspended for such period as the Applicant may determine if it is satisfied that –

(a) the certified product does not comply with the Criteria;
(b) the organization has failed to comply with the revised Criteria within the time period stipulated by the Applicant;
(c) the organization has used the mark in respect of a product which does not comply with the Criteria.

Where approval to use the mark has been suspended or terminated, the organization will be required to discontinue the use of the mark and shall, if required by the Applicant, take necessary steps to have the mark removed, cancelled, defaced or erased from the products.

For the avoidance of doubt, the Applicant has the right to remove the mark from any product which does not conform to the Criteria.

Instead of exercising its rights to suspend or terminate the approval to use the mark, the Applicant may institute temporary restrictions on the organization's right to represent its product as a product certified by the Applicant. Such restrictions will be reasonable and may include additional investigations, inspections or audits of the organization's product.

(E) The characteristics which the mark will indicate the presence of, and whether these characteristics are capable of objective testing and if so, the testing mechanism or system

Use of the "  " mark constitutes a representation that the product complies fully with the Criteria, and that the product is subject to a valid User Agreement with the Applicant. The certification mark is used to distinguish environmentally friendly pulp and paper products which are compliant with the enhanced environmental standards prescribed by the Criteria.

(F) The tests which will be applied in order to ensure that the authorized users meet the standards/characteristics for which the services are certified

The Criteria as set out at **Annex A,** states expressly the specific type of testing required.

(G) The procedure for dealing with disputes between the Applicant and authorized user

In the event of non-compliance with the Criteria, the organization will be required to notify the Applicant of such non-compliance within seven days. The organization will have fourteen days from the date of notification to cure such non-compliance.

The acceptability of the organization's plan to cure such non-compliance is a matter for the Applicant's sole discretion, which will be exercised reasonably. If the organization's plan to cure such non-compliance is not approved by the Applicant, the organization may lodge an appeal with the Singapore Green Labelling Scheme Steering Committee.

Where the organization's proposed plan is not acceptable to the Applicant, or the non-compliance has not been cured within fourteen days, or if the non-compliance is not capable of remedy, the Applicant in its sole discretion may immediately suspend or terminate the organization's right to use the mark.

(H) The register of authorized users kept by the applicant, if any

The Applicant maintains a list of authorized users which may be accessed at (https://www.sgls.sec.org.sg/sgl-directory.php).

(I) Whether the certification or authorization to use the mark/ license is of limited duration and when it needs to be renewed

A license is valid for three years and may be renewed 3 months before its expiry for a further period of three years.

(J) The structure and frequency of any fees charged for using the mark

The fees for a license to use a mark are as follows, and are subject to revision from time to time by the Applicant: -

Fee	**Amount**
Application Fee	SGD $1,000.00
First Year Assessment Fee (for desk audit/assessment only)	SGD $1,200.00 per day
Second Year Assessment Fee (for desk audit/assessment only)	SGD $1,200.00 per day
Third Year Assessment Fee (for desk audit/assessment only)	SGD $1,200.00 per day
Site Assessment Fee (if required)	SGD S$1,200 per day

All fees above are subject to the prevailing Goods and Services Tax rate in Singapore.

Please note the Forest Stewardship Council (FSC) credentials of the applicant and location of its timber/pulp source determines the scope of audit, as well as the assessment fees.

Generally, an importer of printing paper from Europe with full FSC credentials will only require a desk audit, and will not require a site assessment.

However, plantation concession holder and mill operators with no FSC credentials will require a site assessment and the fees for the site assessment would be S$1,200 per day. The number of days required for the site assessment will depend on factors such as risk assessment, and the size, location and complexity of the site.

There are no additional fees charged for using the certification mark, besides the registration fee, annual assessment fees and/or site assessment fees (where applicable) set out above.

(K) Other information

Use of the "  " mark constitutes a representation that the product is in full compliance with the Criteria, and that the product is subject to a valid Certification Agreement with SEC.

No person should use the mark or represent or imply in any way that a product has been certified by the Applicant unless the Applicant has confirmed, in writing, that the product is certified.

Unless approved in writing by the Applicant, the mark shall not appear in conjunction with any product bearing uncertified environmental claims.

A certification number and descriptive text will be assigned to each certified product.

The mark must be reproduced in Green (Pantone 375C and 342C) or in Black and White, as set out at **Annex B**

ANNEX A

SINGAPORE GREEN LABELLING SCHEME CERTIFICATION GUIDE

[Category 074: Pulp & Paper Products]

Version 3.0

Effective date: 01 July 2021

(Version control details on page 49 of document)

These criteria have been prepared specifically for the Singapore Green Labelling Scheme. The Singapore Environment Council accepts no responsibility for any use by any party of information in the document in any other context or for any other purpose.

The Singapore Green Labelling Scheme (SGLS) was launched in May 1992 by the Ministry of the Environment. It was handed over to the Singapore Environment Council (SEC) on 5 June 1999 and is currently fully owned by the SEC.

The Green Label aims to help the public identify environment-friendly products that meet certain eco-standards specified by the scheme and seeks to encourage the level of eco-consumerism in Singapore as well as to identify the growing demand for greener products in the market. The scheme hopes to create a backlash effect, encouraging manufacturers to design and manufacture with the environment in mind.

SEC is recognized as a member of the Global Ecolabelling Network (GEN), an association of third-party, environmental performance recognition, certification and labelling organizations to improve, promote, and develop the "ecolabelling" of products and services. The SGLS has been successfully audited by the GEN as meeting ISO 14024 and ISO Guide 65 standards for the GENICES accreditation in October 2011.

Green Label offers certification of a range of products in conformance with its standards. For additional information on the SGLS or any of the SEC's programmes, contact:

Singapore Green Labelling Scheme
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www.sec.org.sg
https://sgls.sec.org.sg

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I. SCOPE

This category established the criteria for pulpwood concessions on peatland, pulp and paper mills, as well as pulp-based products such as the following:

- Printing, hygiene, stationery & office automation papers, folios and reels.
- Products up to 300 gsm supplied in cut reams and used for digital printing, desktop publishing and photocopying in an office environment.
- Printed paper products, such as newspaper, advertising materials, magazines and journals, with at least 90% paper content by weight. Inserts, covers and any other printed paper on the product shall be considered to be part of the printed paper product.
- Products made of newspapers, magazines, supplements, catalogue and prospectuses.

In addition, this category will be extended to the product group "Converted Paper Products", which shall comprise the following products:

- Envelopes and paper carrier bags that consist of at least 90% by weight of paper, paperboard or paper-based substrates;

- Stationery paper products that consist of at least 70% by weight of paper, paperboard or paper-based substrates, except for suspension files and folders with metal fastener subcategories.

In the case of stationery paper products, the plastic component cannot exceed 10% except for ring binders, exercise books, notebooks, diaries, and lever arch files where the plastic weight cannot exceed 13%. Furthermore, the metal weight cannot exceed 30g per product except for suspension files, folders with metal fasteners and ring binders where it can be up to 50g and except for lever arch files, where it can up to 120g.

The product group shall not include the following products:

- Packaging products, except for paper carrier bags

II. RATIONALE

Paper products are made of raw materials which undergo a series of manufacturing processesthat generally have high environmental impact. Unsustainable practices in its production such as extensive deforestation of natural forests, land clearing using uncontrolled fire, and discharge of hazardous chemicals into water systems, impacts the environment adversely.

Timber is one of the main raw materials needed for paper products and sourcing of timber typically results in clearing of natural forest for its timber, or for plantation land. The most economical and efficient way to clear land for agriculture or plantation is burning which is a common practice in developing nations. The transboundary haze in Southeast Asia is largely due to uncontrolled

burning of land to prepare for plantation.

One of the major land types in Southeast Asia is peatlands. Peatland is a naturally water-saturated landscape, whose ecosystem is an efficient carbon sink on the planet. Carbon dioxide (CO_2) which is naturally released from the peat is captured by peatland plants, thus maintaining an equilibrium. Draining peat for plantation crop such as pulpwood timber, causes the surface layer of peat to dry out. This makes the peat more susceptible to fire and increases carbon emission as carbon stored in the peat are oxidised.

With proper management, harvesting of pulpwood from forests or plantations can be carried out in a sustainable manner. The Forest Stewardship Council's (FSC) governing standards list requirements that certified companies need to adopt and comply. In addition, the peatland and fire management criteria in this category will assess the applicant's readiness and commitment to practice sustainable forest management on peatland and fire prevention in order to safeguard peatland forests and other areas used to obtain fibre raw materials. These standards ensure that resources gathered or harvested from forests or plantations are done in a responsible and environmentally-friendly manner, minimising disturbance of natural eco-systems and conserves biodiversity.

In addition to forest management, the manufacturing of paper products utilizes hazardous chemicals. Chemical compounds are typically used in manufacturing processes like kraft pulping and bleaching. Release of these chemicals through effluent discharge into water bodies or land surfaces will cause contamination due to its persistence, bioaccumulative and non-biodegradable properties. The presence of such contamination would damage the ecosystem and possibly cause harm to human health.

Combating environmental degradation requires a united effort between government legislation, industry makers and consumers. These criteria serve as a minimum level of conformance to ensure the certified product is sustainably produced and managed throughout its life.

Converted Paper Products (Effective 01 July 2021)

In addition, Asia Pacific was the largest region in the global converted paper products market, accounting for 34% of the market in 2020. The outbreak of Coronavirus disease (COVID-19) has acted as a massive restraint on the converted paper products manufacturing market in 2020 as supply chains were disrupted due to trade restrictions and consumption declined due to lockdowns imposed by governments globally. However, COVID-19 has also stimulated a greater demand for online shopping and the converted paper products manufacturing market is expected to grow as manufacturers can now sell their products on a larger platform than before[1].

As we emerge from the pandemic and return to working from the office, the demand for office stationery and converted paper products are also expected to recover. The growth is mainly due to the companies rearranging their operations and recovering from the COVID-19 impact, which had earlier led to restrictive containment measures involving social distancing, remote working, and the closure of commercial activities that resulted in operational challenges. The market is expected to reach $632.43 billion in 2025 at a CAGR of 6%.

[1] Converted Paper Products Global Market Report 2021: COVID 19 Impact and Recovery to 2030 https://www.reportlinker.com/p06009728/Converted-Paper-Products-Global-Market-Report-COVID-19-Impact-and-Recovery-to.html?utm_source=GNW

The life cycle of converted paper products is damaging to the environment as paper production causes deforestation and requires many resource-intensive factors including water and land use[2]. The transportation of the product emits a significant amount of carbon emissions and the process of burning paper at the end of its life cycle also releases carbon dioxide into the atmosphere contributing to global warming.

Under the Singapore government's PSTLES[3] initiatives, eco-labels for converted paper products would help the public service give visibility to the best environmental practices and reduce their environmental impact. Furthermore, the eco-label serves as a standard for companies who wish to procure sustainable products as part of their corporate social responsibility and sustainability strategy. Therefore, we recommend having eco-labels on converted paper products to encourage consumers to manufacturers to reduce their environmental footprint during the production of converted paper products.

2 https://faculty.cnr.ncsu.edu/richardvenditti/wp-content/uploads/sites/24/2018/10/LCAPaper62012.pdf

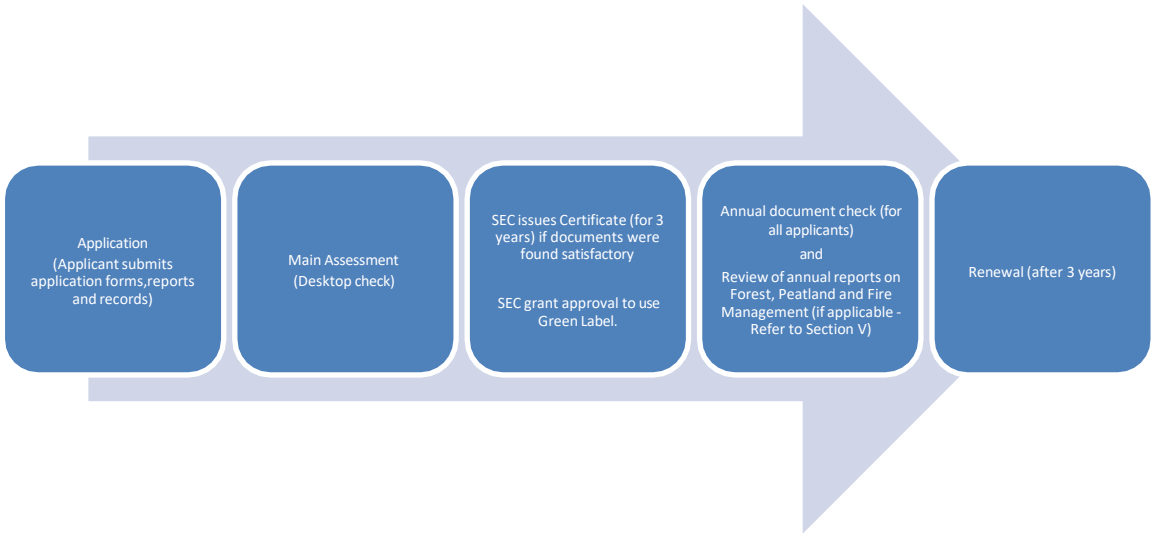
3 https://www.e2singapore.gov.sg/programmes-and-grants/programmes/public-sector-taking-the-lead-in-environmental-sustainability

III. RULES GOVERNING DISPLAY OF THE GREEN LABEL

The Green Label Certification Mark may appear on the product, packaging, secondary documents, and promotional materials, only in conjunction with the certified product.

The Green Label Certification Mark shall not be used in conjunction with any modifying terms, phrases, or graphic images that might mislead consumers as to the extent or nature of the certification.

IV. CERTIFICATION PROCESS



V. FOREST, PEATLAND AND FIRE MANAGEMENT

Forest Stewardship Council (FSC) or equivalent certifications

(a) For applicants without FSC or equivalent certifications, these applicants shall provide reports based on FSC requirement issued by accredited certification body^. In order to maintain certification, applicants are to submit annual audit reports in accordance to FSC's requirement stated in FSC-STD-20-007 (V3-0) EN: Forest Management Evaluations (Section 6). All costs incurred relating to the report shall be borne by the applicant.

(b) For applicants with FSC or equivalent certifications, these applicants shall provide valid FSC certificate issued by accredited certification body^.

^All inspection should meet the applicable requirements of ISO/IEC 17020 ([#]unless the products requirements are covered by more appropriate international, regional, national or industrial standards).

^Management system auditing should meet the applicable requirements of ISO/IEC 17021 ([#]unless the products requirements are covered by more appropriate international, regional, national or industrialstandards).

[#]For example, auditing firms conducting on-site audits shall be accredited by Accreditation Services International (ASI). The audit team leader shall be recognized as FSC qualified auditor; audit team members should be recognized as qualified auditors by one or more of the internationally recognized forest or agricultural certification systems.

Section F and G: Peatland and Fire Management

Applies for applicants sourcing from plantation on peatland. Applicants shall provide reports, issued by qualified certification bodies, on compliance with Section F and G in these criteria.

If not applicable, applicants are to sign declaration in Annex 2 (1. Does not plant on peat. 2. Have relevant fire management practices in place.)

VI. DEFINITIONS

ADT	Air Dried Tonne, meaning dry solids content is 90%
Alternative Fibre	Fibre material derived from non-wood sources such as a primary crop and agricultural residues (like bamboo and wheat straw).
AOX	Adsorbable Organic Halogen compounds is a sum parameter for describing the organic compounds containing halogens (chlorine, fluorine and other Group 7 elements) load in water, sewage sludge and soils.
APEO	Alkylphenol ethoxylates
Biocide	A biocide is defined in the European legislation as a chemical substance or microorganism intended to destroy, deter, render harmless, or exert a controlling effect on any harmful organism.
BOD	Biochemical oxygen demand (BOD) represents the amount of oxygen consumed by bacteria and other microorganisms while they decompose organic matter under aerobic (oxygen is present) conditions at a specified temperature.
Biodiversity	The variety of plant and animal life in the world or in a particular habitat.
CAS Number	Chemical Abstract Service number. Unique CAS numbers are assigned to chemical compounds as means of identification
Cationic polymers	Cationic polymers are characterized as the macromolecules that possess positive charges, which can be either inherently in the polymer side chains and/or its backbone.
COD	Chemical Oxygen Demand (COD) is defined as the amount of oxygen equivalents consumed in the chemical oxidation of organic matter by strong oxidant (e.g., potassium dichromate).
DTPA	Diethylenetriaminepenta-acetic acid
EDTA	Ethylenediamine tetra-acetic acid
EN	European Standards documents that have been ratified by one of the 3 European Standards Organizations, CEN, CENELEC or ETSI.
EPA	Environmental Protection Agency of the United States of America
EU C/M/R	European Union legislation on provisions on substances classified carcinogenic, mutagenic, or toxic for reproduction.
FSC	Forest Stewardship Council (FSC) is an international not for-profit, multi-stakeholder organisation established in 1993 to promote responsible management of the world's forests. Its main tools for achieving this are standard setting, independent certification and labelling of forest products.

IARC	International Agency for Research on Cancer
Halogenated hydrocarbons	Long term exposure to many chlorinated hydrocarbons through inhalation can result in liver and kidney toxicity. Exposure of unprotected skin to the solvents used can cause defatting of the skin resulting in dermatitis
Halogenated polymers	One of the most common halogenated materials used in plastic product manufacturing today is poly vinyl chloride (PVC). They can release smoke containing corrosive, acidic and toxic gases that are serious health and environmental hazards.
Mechanical pulp	Pulp produced using mechanical methods, including stone groundwood, thermomechanical pulp (TMP) and chemithermomechanical pulp (CMTP).
OECD	The Organisation for Economic Co-operation and Development (OECD) is an international organisation that works to build better policies for better lives. They we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.
Post-consumer recycled content	Material generated by households, or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.
Pre-consumer recycled content	Material diverted from the waste stream during a manufacturing process. This includes reutilisation of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.
REACH	REACH is a regulation of the European Union, adopted to improve the protection of human health and the environment from the risks that can be posed by chemicals, while enhancing the competitiveness of the EU chemicals industry. It also promotes alternative methods for the hazard assessment of substances in order to reduce the number of tests on animals.
Recycled fibre	Fibres diverted from the waste stream during a manufacturing process or generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for their intended purpose.
Rehabilitation	Rehabilitation is the process of repairing damage to the landscape, preparing and putting the landscape to a new or altered use to serve a particular human purpose (such as agriculture).
Restoration	Restoration is the process of repairing damage to the diversity and dynamics of ecosystems and returning an ecosystem as closely as possible to pre-disturbance conditions and functions.

Rotogravure	Rotogravure is a type of intaglio printing process, which involves engraving the image onto an image carrier. In gravure printing, the image is engraved onto a cylinder because, like offset printing and flexography, it uses a rotary printing press
Surfactants	Compounds that lower the surface tension of a liquid, the interfacial tension between two liquids, or that between a liquid and a solid. Surfactants may act as detergents, wetting agents, emulsifiers, foaming agents, and dispersants.
Third-party laboratory test reports	All test should be performed in accordance to the applicable requirements of ISO/IEC 17025.
Toluene	Toluene, also known as methylbenzene, is a clear, colorless liquid with a distinctive sweet smell that is widely used in industrial settings as a solvent.
Virgin fibre	Wood pulp from trees that have just been cut down and not from a recycled pulp source, such as old newspapers.
Waste wood	Fibre material derived from pre-consumer waste such as sawdust/woodchips and waste wood from wood processing operations, forest harvesting waste, untreated demolition wood, agricultural waste, etc.

VII. GREEN LABEL CERTIFICATION CHECKLIST

A. General Product Performance Requirement			Renewal/ Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
1. Fit for use			
a) As a prerequisite to apply for the Green Label, the product must first be shown to be of a minimum quality and able to perform its intended purpose as a printing paper, tissue, etc. It is recommended but not required that the product meets the performance requirements as stated below: Some of the relevant standards are stated as follow: • ISO 216:2007 – Writing paper and certain classes of printed matter – Trimmed sizes – A and B series, and indication of machine direction • ISO 217:2013 – Paper – Untrimmed sizes – Designation and tolerances for primary and supplementary ranges, and indication of machine direction • ISO 638:2008 – Paper, board and pulps – Determination of dry matter content – Oven-drying method • ISO 2784:1974 – Continuous forms used for information processing – Sizes and sprocket feed holes • ISO 838:1974 – Paper – Holes for general filing purposes – Specifications • ISO 22414:2004 – Paper – Cut-size office paper – Measurement of edge quality • ISO 12625-4:2005 – Tissue paper and tissue products – Part 4: Determination of tensile strength, stretch at break and tensile energy absorption • ISO 12625-6:2005 – Tissue paper and tissue products – Part 6: Determination of grammage • ISO 12625-15:2015 – Tissue paper and tissue products – Part 15: Determination of optical properties – measurement of brightness and colour with C/2º (indoor daylight) illuminant • ISO 11108:1996 – Information and documentation – Archival paper – Requirements for permanence and durability • ISO 269:1985 – Correspondence envelopes – Designation and sizes • EN 12281 – Copying papers – Requirements for copy paper for dry toner imaging processes • EN 12858 – Continuous papers – Requirements for continuous stationery The above list is non-exhaustive.	a) All relevant third-party laboratory test reports **<u>or</u>** Certification standards	☐ ☐	

B. Health and Environment Criteria			Renewal/ Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
2. Environmental guidelines a) The company is required to have environmental management systems in place as specified in ISO14001.	a) Copy of valid ISO 14001 **<u>or</u>** Environmental management guidelines <u>and</u> a declaration that the company is in the process of obtaining the relevant certifications within 2 years	☐	☐
b) Overseas or local manufacturing facilities producing the products seeking endorsement under the Singapore Green Labelling Scheme shall comply with the relevant local legislation. • Emissions to the air and water during the production process shall be controlled within the environment regulation limits	*b)* Declaration of compliance to local legislations *(Applicant to inform SEC if there is any change in suppliers, at any point in time, and provide declaration).* **<u>and</u>** Documentation on the manufacturing process describing production methods and materials used	☐	☐
3. Fibre –based products a) All fibre shall come from legal sources. The wood and fibre shall not come from areas or forests designated for protection or are designated high conservation value forests. All virgin fibre, including fast growing wood substitute materials, shall be grown in a sustainable manner. Applicants with FSC recycled and FSC mixed shall demonstrate manufacturer's fibre procurement program that has aims of maximising:	a) FSC certification or equivalent **<u>and</u>** Evidence for chain of custody of product	☐ ☐	☐ ☐

• FSC Recycled: Post-consumer component of recycled content (at least 50%) • FSC mixed: Fibre that is recycled, waste wood or alternative fibre sources, in mixed fibre products (at least 70%). b) Applicant shall seek plantation, company's, owner's, or concessionaires' support to zero burning policy for land clearing.	**and** List of all fibre suppliers, including declaration on the source of fibre, amount of fibre provided, the amount of fibre from certified sources and species of wood from each mill *(Applicant to inform SEC if there is any change in suppliers, at any point in time, and provide updated list of suppliers).* **and** Supplier management procedures b) Plantation company's, owner's or concessionaires' statement of support to zero burning policy *(Applicant to inform SEC if there is any change in suppliers, at any point in time, and provide declaration).*	☐ ☐ ☐	☐ ☐
4. Hazardous substances a) Substances that are found in any of the classifications below shall not be used in the manufacturing process and found in the final paper product: • Risk-phrases and Hazard Statements listed in Appendix 1 • EU C/M/R • IARC Group 1 and 2A • Substances/mixtures classified as dangerous good • Substances of Very High Concern listed on the REACH Candidate list **Additional requirements for Converted Paper Products only** • Polyvinyl chloride (PVC) • EDTA and its salts	a) Statement by the company and signed by executive officers or authorized representative about conformance of the criterion **and** List of all chemicals used and purpose.	☐ ☐	

• Content of primary unsulphonated aromatic amines soluble in 1M hydrochloric acid and expressed as aniline must not exceed 500mg/kg • No more than 10mg/kg Benzidine, ß-Naphthylamine and 4-Aminobiphenyl in printing inks, toners or inks **Exemptions** from the above list are given for the following chemicals: o Chemicals that are 100% inorganic, e.g. NaOH, NaClO o Peracetic acid (bleaching agent) o Cationic polymers and dyes if the classification is due to the cationic charge. o Chemicals with consumption of less than 0.05kg/tonne of pulp product. o Toluene for use in rotogravure printing processes where fugitive emissions are controlled and monitored. o Biocides that are used to prevent slime-forming in paper and pulp production or to preserve products. The biocide shall not be bioaccumulative. b) Surfactants and foam inhibitors that are used for de-inking of recycled paper input shall be biodegradable. The substances shall not be listed under Appendix 1, or 95% of the foam inhibitors by weight shall be readily biodegradable.	Documents that show that substances used do not have any classifications that are banned from use such as Chemical Abstract Services (CAS) number and Material Safety Data Sheet of hazardous chemical used. b) All relevant third-party laboratory test reports. Biodegradability - OECD Guidelines for Testing of Chemicals, Test Guidelines 301A-301E.	☐	☐

5. Bleaching and complexing agents a) Chlorine gas and halogenated compounds shall not be used as bleaching agent. Ethylenediamine tetraacetic acid (EDTA) and Diethylenetriaminepentaacetic acid (DTPA) shall not be used. It is accepted that recycled fibres may have been bleached using the above substances during their previous cycle.	a) Statement by the company and signed by executive officers or authorized representative about conformance of the criterion **<u>and</u>** Relevant production and quality control documentations	☐ ☐	 ☐

6. Dyes, pigments and coatings

a)

- Dyes, pigments and coatings containing phthalates,
- mercury, lead, copper, chromium, nickel, aluminium and cadmium
- shall not be used. (Copper phthalocyanine dyes or pigments may be used).

- Ionic impurities in dyes and pigments used shall not exceed:

Ag	100
As	50
Ba	100
Cd	20
Co	500
Cr	100
Cu	250
Fe	2,500
Hg	4
Mn	1,000
Ni	200
Pb	100
Se	20
Sb	50
Zn	1,500

- Coatings shall not contain acrylamide monomer.
  Azo dyes or pigments which may release the following amines shall not be used.

2,4,5-trimethylaniline	137-17-7
2,4-diaminoanisol	615-05-4
2,4-diaminotoluene	95-80-7
2,4-xylidine	87-62-7
2,6-xylidine	95-68-1
2-amino-4-nitrotoluene	99-55-8
2-naphthylamine	91-59-8
3,3'-dichlorobenzidine	91-94-1
3,3'-dimethoxybenzidine	119-90-4
3,3'-dimethyl-4,4'-diaminodiphenylmethane	838-88-0
3,3'-dimethylbenzidine	119-93-7
4,4'-diaminodiphenylmethane	101-77-9

a) Statement by the company and signed by executive officers or authorized representative about conformance of the criterion (See Appendix II for declaration form) ☐

and

CAS number and Material Safety Data Sheet of hazardous chemical used. ☐

and

Relevant production and quality control documentations ☐ ☐

	4,4'-methylene-bis-(2-chloraniline) 101-14-4 4,4'-oxydianiline 101-80-4 4,4'-thiodianiline 139-65-1 4-aminoazobenzene 60-09-3 4-aminobiphenyl 92-67-1 4-chloro-o-toluidine 95-69-2 Benzidine 92-87-5 o-amino-azotoluene 97-56-3 o-anisidine 90-04-0 o-toluidine 95-53-4 p-chloroaniline 106-47-8 p-cresidine 120-71-8 b) For hygiene paper, there shall be no bleeding from dyes or optical brighteners. Level 4 is required from test method EN 646/648.	b) All relevant third-party laboratory test reports. Bleeding from dye and optical brightener - EN 646/648 (Level 4 is required)	☐	☐
7. Cleaning solvents a) Solvents used in cleaning of production / manufacturing equipment shall not contain halogenated hydrocarbons, alkylphenol ethoxylates (APEOs) or other alkylphenol derivatives as constituent parts.		a) Statement by the company and signed by executive officers or authorized representative about conformance of the criterion **<u>and</u>** Material Safety Data Sheet of solvents used	☐ ☐	
8. Adhesives a) Adhesives used in production, conversion or packaging of the product shall not contain APEOs or halogenic volatile organic compounds. Adhesives products certified with SGLS label are approved. b) Non-soluble adhesives may be used only if their removability can be proved.		a) Declaration from supplier that the materials do not contain barred chemicals **<u>or</u>** b) SGLS label Category 40: Adhesives and sealants	☐ ☐	

Additional requirements for Converted Paper Products only **9. Printing inks, toners, inks, varnishes, foils and laminates** a) The following heavy metals or their compounds shall not be used, whether as a substance or as part of any preparation used: • Cadmium, copper (excluding copper-phthalocyanine), lead, nickel, chromium VI, mercury, arsenic, soluble barium, selenium, antimony. • Cobalt can only be used up to 0.10% (w/w) • Ingredients may contain traces of those metals up to 0.010% (w/w) deriving from impurities in the raw materials.	a) Declaration of compliance with this criterion **and** Declarations from ingredient suppliers	☐ ☐	
Additional requirements for Converted Paper Products only **10. Metal components** a) • Metals shall not be coated with cadmium, chromium, nickel, zinc, mercury, lead, tin and their compounds • The surface treatment of metal surfaces with nickel or zinc can be accepted for small parts (such as rivet, eyelet, and flat bar mechanisms) where this is necessary due to heavy physical wear. • Both nickel plating and zinc galvanisation shall make use of wastewater treatment, ion exchange technology, membrane technology or equal technology in order to recycle the chemical products as much as possible. • Emissions from surface treatment shall be recycled and destroyed. The system shall be closed without drainage, with an exception for zinc where the emission can be a maximum of 0,50 mg/l. • The chemical products used in the surface treatment must be in compliance with the criteria 3 (c) Biocides and 3 (e) Alkyl phenol ethoxylates — Halogenated solvents — Phthalates. • This requirement applies to each separate metal-type component exceeding 10 % by weight of the final products in the subcategory of suspension file, folders with metal fastener, ring binder and lever arch file.	a) Declaration of compliance with this criterion	☐	

11. Water discharge
 	
a) Rinsing water containing silver from film processing, as well as plate production, and photo-chemicals must not be discharged to a sewage treatment plant. (Discharge after pre-treatment must be proven to be in accordance with relevant local regulations)
 	
b)
• The Chemical Oxygen Demand (COD) and Biochemical oxygen demand (BOD) in the water discharged from the production of paper and pulp shall not exceed 20 kg / air dried tonne (ADT) of paper produced.
 	
• Adsorbable Organic Halogens (AOX) emissions from pulp/paper production shall not exceed:
  • 0.17 kg / ADT of paper produced, and
  • 0.25 kg / ADT of individual pulp.
 	
• Phosphorus emissions from pulp product shall not exceed 0.04 kg / ADT of individual pulp.
	a) Statement by the company and signed by executive officers or authorized representative about conformance of the policies and procedure.
	
	b) All relevant third-party laboratory test reports
	• COD - ISO 6060
	• BOD – ISO 5815
	• AOX - ISO 9562
	• P - ISO 6878
	**Results must be presented in kg/ADT. Calculations for the results must be shown.*
	
	OR
	
	All relevant monitoring records for
	• COD
	• BOD
	• AOX
	• P
	**Results must be presented in kg/ADT. Calculations for the results must be shown.*
	and
	List of instruments and calibration certificates for monitoring instruments used, if available. If not available, justification to be provided.
	
	c) Appendix 3: Past 3 Years' Data
		☐
		
		☐
		
		☐
		
		☐
		
		☐
			☐
			
			☐
			
			☐
			
			☐

12. Air emissions a) • Sulphur emissions from the production of each pulp shall not exceed 1.5 kg / ADT of individual pulp. • Nitrogen oxides (NO_x) emissions from the production of each pulp shall not exceed 3.0 kg / ADT of individual pulp. • Carbon dioxide (CO_2) emissions (gate-to-gate) from both paper and pulp production (apportioned to the product being certified) shall not exceed: o 1,000 kgCO_2 / ADT of de-inked pulp / recycledpaper produced o 900 kgCO_2 / ADT of chemical pulp paper produced o 1,600 kgCO_2 / ADT of mechanical pulp paper produced	a) Statement by the company and signed by executive officers or authorized representative about conformance of the policies and procedure. **and** b) Relevant production and quality control documentations **and** c) All relevant third-party laboratory test reports • NO_x - ISO11564 • S (red.) - EPA No.16A • S (oxid.) - EPA No.8, ISO 7934, ISO 7935, ISO 11632 **Results must be presented in kg/ADT. Calculations for the results must be shown.* **OR** All relevant monitoring records for • NO_x • S (red.) • S (oxid.) **Results must be presented in kg/ADT. Calculations for the results must be shown.* **and** List of instruments and calibration certificates for monitoring instruments used, if available. If not available, justification to be provided.; d) Appendix 3: Past 3 Years' Data	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	 ☐ ☐

13. Energy efficiency and water management a) The applicant shall have energy management and water management policies in place to minimize energy and water consumption during manufacturing b) The printing/converting house shall establish a register of all energy consuming devices (including machinery, lighting, air conditioning, cooling) and a programme consisting of measures for improvement of energy efficiency.	a) Copy of valid ISO 50001:2011 Energy management system Copy of valid ISO 46001:2019 Water efficiency management systems Energy and water management policies If there is no valid ISO certificate, a copy of the Mass balance reports for water and energy **<u>and</u>** Annual disclosure of the company's energy and water consumption performance (refer to Appendix 3), and reduction targets for each component. b) Register of energy consuming devices together with improvement programme	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
14. Recyclability of finished products a) Paper products must be recyclable. b) Any non-paper components must be easily removable (without special tools or techniques) to ensure that the components can be recycled and do not hinder the recycling process. c) If the paper products are not recyclable through conventional paper recycling stream (for example because of special coating), information must be provided to customers to enable recycling through proper means.	a) Documentation showing the components are easily removable and information about proper recycling are available **<u>or</u>** Sample product	☐ ☐	

15. Recyclability of converted paper products Converted paper products must be recyclable. The non-paper components of the converted paper product shall be easily removable to ensure that those components will not hinder the recycling process. a) Wet strength agents may be used only if the recyclability of the finished product can be proved b) Coating varnishes and lamination, including polyethene and/or polyethene/polypropylene, may be used only for binders, folders, exercise books, notebooks and diaries.	a) Test result of the recyclability for wet strength agents and removability for adhesives. Reference test methods are PTS method PTS-RH 021/97 [4] for wet strength agents or equivalent test methods. b) Declaration that coated and laminated converted paper products are in compliance.	☐ ☐	

[4] Assessment of dissolving/defibrillation properties of fibre-based packaging materials

C. Life Cycle Considerations			Renewal/ Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
16. Storage of Raw Materials a) The manufacturer must have policies and procedure covering appropriate storage and handling of hazardous raw materials. The policies and procedure should ensure the hazardous substance is located and managed to prevent contamination of surface and underground water, land or air.	a) Statement by the company and signed by executive officers or authorized representative about conformance of the policies and procedure.	☐	
17. Waste Management a) • The manufacturer must have effective waste management policies and procedure and/or a waste management programs covering manufacturing operations. The air emissions and wastewater discharge as a result from the manufacturing process should also meet and comply with the relevant governmental regulations. • The manufacturer shall have effective policies and procedures to minimize waste, including measures to recycle waste materials from production/converting processes. The policies and procedures shall include information on at least the following procedures: (i) handling, collection, separation and use of recyclable materials from the waste stream (ii) recovery of materials for other uses, such as incineration for raising process steam or heating, or agricultural use (iii) handling, collection, separation and disposal of hazardous waste, as defined by the relevant local and national regulatory authorities. • The manufacturer shall have an agreement or contract with registered hazardous waste disposal company to demonstrate proper disposal of hazardous waste produced from manufacturing processes.	a) Statement by the company and signed by executive officers or authorized representative about conformance of the policies and procedure. **<u>And</u>** Copy of agreement with hazardous waste disposal company	☐ ☐	

<u>Additional requirements for Converted Paper Products only</u> b) Waste paper The amount of waste paper 'X' shall not exceed: • 20% for envelopes • 20% for stationery products • 10% for paper bags Where, X = annual kilos of waste paper produced during the converting (including finishing processes) of the ecolabelled converted paper product, divided by annual tonnes of paper purchased and used for the production of ecolabelled converted paper product. Where the printing house carries out finishing processes on behalf of another printing house, the amount of waste paper produced in those processes shall not be included in the calculation of 'X'. Where the finishing processes are outsourced to another company, the amount of waste paper resulting from the outsourced work shall be calculated and declared in the calculation of 'X'.	b) Waste audits to inform the manufacturer's policies and procedures. Description of the calculation of the amount of waste paper, together with a declaration from the contractor collecting the waste paper from the printing house. The outsourcing terms and calculations on the amount of paper waste involved in the finishing processes shall be provided. The period for the calculations shall be based on the production during 12 months. In case of a new or a rebuilt production plant, the calculations shall be based on at least 3 months of representative running of the plant.	☐	

D. Labelling & Packaging requirements			Renewal/ Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
15. Labelling a) The label on the product should include the following information, specific to the product or product type such as: • Product Information o Main input materials o Country of manufacture **<u>Additional requirements for Converted Paper Products only</u>** b) The following information shall appear on the paper carrier bags: 'Please reuse this bag'	a) A sample of the product packaging and product brochure or product specifications on website b) Photographic evidence of the paper carrier bags	☐ ☐	
16. Packaging a) • The packaging shall meet the following: o Plastics used in packaging must not contain any PVC or halogenated polymers. o Paper and cardboard packaging must use materials from sustainably-managed certified sources or contain at least 50% post-consumer recycled content by weight. • The core of tissue roll should be made of 100% recovered fibre except for products required to meet food safety regulations.	a) Statement by the company and signed by executive officers or authorized representative about conformance of the policies and procedure. **<u>or</u>** Documentation from carton manufacturer / supplier	☐ ☐	

E. Compliance			Renewal/ Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
17. Compliance a) Applicants must comply with the relevant local legislation	a) Declaration by the company and signed by executive officers or authorized representative *(Applicant to inform SEC if there is any change in suppliers, at any point in time, and provide declaration).*	☐	☐

F. Peatland Management			Renewal/ Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
18. Biodiversity a) High Conservation Value (HCV) assessments to be undertaken for conservation and management of site biodiversity requirements. b) Activities to maintain and enhance biodiversity and ecosystem functions, taking into account the ecologically and hydrologically linked surroundings. HCV requirements to be followed.	a) HCV assessment reports **or** HCV toolkit verification of peatland management **b)** Management plans detailing actions **and** Annual monitoring reports for peatland biodiversity	☐ ☐ ☐	Refer to Section V Forest, Peatland and Fire Management.
19. Hydrology and Water Regulation a) • Comprehensive water management on peatlands based on up-to-date practices. Parameters to be accounted for includes: o water quality and quantity o flow dynamics o flood control o sediment control o rainfall measurement o height of groundwater level in canal system and plantation • Water management to be carried out according to regional and national legislation and priorities, with consideration towards international conventions b) Water retention to enable current and future land use shall be implemented. Plantation company, owner, or concessionaires shall demonstrate water management programme to maximize water retention. Optimal annual water table average ranging from 40 to 60 cm.	a) Water management plan **and** Monitoring and mitigation reports **and** Topographic and water control structure location maps b) Records of plantation water levels	☐ ☐ ☐ ☐	Refer to Section V Forest, Peatland and Fire Management.

20. Climate and Climate Change Processes a) Peatland management shall include carbon analysis to maximize peat carbon stores and minimize greenhouse gas emissions throughout plantation life. b) Conservation of peatland carbon stores and carbon sequestration functions in accordance with national statutory requirements, with consideration towards international conventions.	a) Management plans detailing carbon analysis and mitigation measures b) Monitoring reports of forest condition (canopy cover, biomass) and hydrology report	☐ ☐	Refer to Section V Forest, Peatland and Fire Management.
21. Restoration & Rehabilitation a) • Restoration & rehabilitation plans shall be prepared during the initial planning process of peatland management, using latest scientific knowledge of peatland ecosystem. • Plans shall take into account land owners' objectives. It should include parties that will be responsible for the implementation and the required resources to achieve success. b) Water Restoration & rehabilitation programs over a realistic timescale shall be monitored and reviewed.	a) Management plan detailing actions b) Timeline and monitoring procedures for restoration and rehabilitation programmes	☐ ☐	

G. Fire Management			Renewal/Annual Submission
CRITERIA	**SUPPORTING DOCUMENTS**		
22. Fire Prevention Comprehensive fire prevention activities that demonstrably reduce the likelihood of fire ignitions, which includes: a) Risk map that assesses the likelihood of fire starts b) Daily rainfall monitoring c) Community engagement strategy targeting alternatives to fire as a land preparation tool d) Fire prevention budget	a) Copy of the Risk Mapping process (inputs) **and** Copy of risk map including concession fire and road access maps, updated at least annually b) Records of daily rainfall for the past one year c) Documentation of a community engagement strategy and framework with associated budget and reports of annual activity in community areas **and** Minutes of meeting with the community, NGOs, companies and fire-fighters d) Documented and approved fire prevention budget	☐ ☐ ☐ ☐ ☐	Refer to Section V Forest, Peatland and Fire Management.
23. Fire Preparation Sufficient resources and activities to detect and prepare for fire occurrence, which includes: a) Appropriate equipment b) Daily Fire Danger Rating (FDR) monitoring and preparedness schedules c) Daily hotspot monitoring d) Fire detection capability e) Fire Danger Period declaration f) Water point mapping and audits g) Fire training and equipment budget	a) Relevant National and Local Regulation on equipment **and** List of equipment **and** Process of equipment functionality audit **and** Recent audit report	☐ ☐ ☐ ☐	

	b) Company SOP that assesses FDR daily and preparedness schedule related to the danger level **and** signage alerting staff, contractors and communities to the current FDR c) Documented process to download and verify fire hotspots within 24 hours d) Documented process to rapidly detect fires within and adjacent to concession areas in relation to the daily FDR e) Signage and other communication to alert staff, contractors and communities of the Fire Danger Period as defined by annual rainfall patterns f) Maps showing all the water points within concession areas and annual audit process to ensure their ongoing viability g) Documented and approved fire training & equipment budgets and training schedule	☐ ☐ ☐ ☐ ☐ ☐ ☐	Refer to Section V Forest, Peatland and Fire Management.
24. Fire Suppression Capability to respond to detections and put fires out: a) Response procedures; b) Incident Command System structures;	a) Company SOP that clearly details response procedures after detection and access routes around the plots	☐	

c) A community engagement strategy drawing out fire-suppression activities d) Fire suppression budget	b) Documented Incident Command System (ICS) manuals and records of implementation c) Minutes of meeting with the community on fire suppression activity d) Documented and approved fire suppression budgets	☐ ☐ ☐	Refer to Section V Forest, Peatland and Fire Management.
25. Fire Recovery a) Capacity to operationally recover after fire	a) Documented recovery procedures for company operations to return to normal as soon as possible **and** Documented program to assist recovery for communities and restoration of affected HCV.	☐ ☐	

VIII. REFERENCES

- *Environmental Choice New Zealand – Office Paper and Stationery - EC-26-15 (http://www.environmentalchoice.org.nz/assets/Specifications/ec-26-15-office-paper-and-stationery-specification.pdf)*
- *Environmental Choice New Zealand – Sanitary Paper Products - EC-13-15 (http://www.environmentalchoice.org.nz/assets/Specifications/ec-13-15-sanitary-paper-products-specification.pdf)*
- *EU Ecolabel for newspaper print (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012D0448)*
- *EU Ecolabel for printer paper (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012D0481)*
- *EU Ecolabel for copying and graphic paper (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011D0333)*
- *EU Ecolabel for tissue paper (http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32009D0568(01))*
- *Green Choice Philippines – Printing and Writing Paper – GCP-2004006 (http://www.pcepsdi.org.ph/downloads/Printing_And_Writing_Paper.pdf)*
- *Green Choice Philippines – Tissue Paper Products – NELP-GCP-2002002 (http://www.pcepsdi.org.ph/downloads/Tissue_Paper_Products.pdf)*
- *Good Environmental Choice Australia ("GECA" – Australia Ecolabel), Paper and Stationery Products (*http://www.geca.org.au/media/medialibrary/2015/01/PSPv3_0-2015_Paper_and_Stationery_Products_-_Current_Final_Jan_2015.pdf)
- *Hong Kong Green Label – Notepad – GL-001-003 – (http://www.greencouncil.org/eng/doc/GL-001-003ver4.pdf)*
- *Hong Kong Green Label - Printing Paper – GL-005-008 – (http://www.greencouncil.org/eng/doc/GL005008_rev1.pdf)*
- *Hong Kong Green Label - Toilet Paper – GL-001-005 – (http://www.greencouncil.org/eng/doc/GL-001-005ver4.pdf)*
- *Nordic Ecolabelling of Paper Products – Version 2.1. (http://www.svanen.se/PageFiles/18872/Kriteriedokument_502_Engelska.pdf) (http://www.svanen.se/PageFiles/18872/Kriteriedokument_503_Engelska.pdf)*
- *The Blue Angel Germany – Recycled Paper – RAL-UZ 14 – Edition 2014 (https://www.blauer-engel.de/en/products/home-living/recycled-paper/copying-paper-edition-january-2014)*

- *The Blue Angel Germany – Sanitary Paper Products made of Recycled Paper – RAL-UZ 5 – Edition 2014(https://www.blauer-engel.de/en/products/home-living/sanitary-recycled-paper-2014/paper-towels-edition-february-2014)*

- *The Blue Angel Germany – Printing and Publication Papers – RAL-UZ 72 – Edition 2014 (https://www.blauer-engel.de/en/products/office/printing-papers-290/printing-paper-edition-january-2014)*

- *Strategy for Responsible Peatland Management, International Peat Society http://www.peatsociety.org/sites/default/files/files/srpmwebversion.pdf*

- *Manual Fire Control Peatlands Indonesia, Wetlands International-(CCFPI) http://indonesia.wetlands.org/Publikasi/tabid/2824/mod/1570/articleType/ArticleView/articleId/2536/Default.aspx*

- *Nordic Swan (https://www.nordic-ecolabel.org/product-groups/group/DownloadDocument/?documentId=4849)*

- *EU Eco Label (https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0256)*

IX. APPENDICES

Appendix 1: Prohibited Substances as classified by Risk Phrases & Hazard Statements

Type	Hazard Statements	R-Phrases	Description
Acute Toxicity and specific organ toxicity	H300	R28	Fatal if swallowed
	H301	R25	Toxic if swallowed
	H310	R27	Fatal in contact with skin
	H311	R24	Toxic in contact with skin
	H330	R23/26	Fatal if inhaled
	H331	R23	Toxic if inhaled
	H304	R65	May be fatal if swallowed and enters airways
	H370	R39/23, R39/24, R39/25, R39/26, R39/27,R39/28	May cause damage to organs
	H371	R48/20, R48/21, R48/22	May cause damage to organs
	H372	R48/25,R48/24, R48/23	Causes damages to organs
Respiratory and skin sensitization	H317	R43	May cause allergic skin reaction
	H334	R42	May cause allergy or asthma symptoms or breathing difficulties if inhaled
Carcinogenic, mutagenic or toxic for reproduction	H340	R46	May cause genetic defects
	H341	R68	Suspected of causing genetic defects
	H350	R45, R49	May cause cancer
	H351	R40	Suspected of causing cancer
	H360	R60, R61	May damage fertility to the unborn child
	H361	R62, R63	Suspected of damaging fertility to the unborn child
	H362	R64	May cause harm to breast-fed children
Hazardous to the environment	H400	R50	Very toxic to aquatic life
	H410	R50/R53	Very toxic to aquatic life with long-lasting effects
	H411	R51/R53	Toxic to aquatic life with long-lasting effects
	H412	R52/R53	Harmful to aquatic life with long-lasting effects
	H413	R53	May cause long-lasting effects to aquatic life
	H420/EUH59	R59	Harms public health and the environment by destroying ozone in the upper atmosphere

Appendix 2:

Additional Guide to Category 074: Pulp and Paper Products

The following guide describes the documents required to meet the respective criteria in Category 74 – Paper Products. All documents are required to be submitted in full compliance to each criteria in order for full processing of application to begin.

The format of the guide is as follows:

[Criteria Heading]
1. [Description of criteria]
    a. [Required document(s)]
        i. Description of document

Table 1 may be used as reference to determine where compliance documentation must come from.

Note: Ensure all signed documents/declarations include the date, name of signee and designation of signee.

A. General Product Performance Requirement

1. Fit for use
    a. Third-Party Lab test report **OR** Certification of product quality assurance
        i. Proof of product performance to industry specification/standard. Ensure test report clearly describes test sample as product seeking endorsement.

B. Health and Environment Criteria

2. Environmental guidelines
    a. ISO 14001 Certificate
        i. Manufacturer is required to provide valid certification to ISO14001 by an accredited certification body.

    OR Declaration of progress to obtain.
        i. Ensure declaration is for 2 years from 1st application. If exceeded 2 years, please provide proof of engagement with ISO consultant such as a quotation.

    b. Declaration of compliance to local legislation
        i. Fill in form **Annex 1d**

    AND Manufacturing Process
        i. Please be as detailed as possible including description of raw materials and processes. (See **Annex 1a** for example)

3. Fibre Based Products
    a. FSC Certification or equivalent – To check validity of certificate

    AND Evidence of chain-of-custody
        i. Invoices of product sales/purchase carrying FSC (or equivalent) logo or certificate number
        ii. **OR** FSC (or equivalent) audit report

    AND List of all Fibre Suppliers
        i. To be listed in ApplicationForm

    AND Supplier Management Procedures
        i. Supplier Relationship Management (SRM) documents that plan for, and manage all interactions with third-party organizations that supply goods and/or services for the product seeking endorsement.

    b. Zero Burning Policy for Land Clearing
        i. Submit signed declaration according to ASEAN Haze Action orother authorising parties.
        ii. **OR** Fill in declaration form in **Annex 1b**.

4. Hazardous Substances
    a. Signed Declaration **AND** MSDS of any hazardous chemical used.
    b. Third-Party Lab Test report for Recycled Paper only.
        i. Biodegradability test report of surfactants and foam inhibitors used for de-inking within 5 years from date of application/renewal. Ensure test report clearly describes test sample as product seeking endorsement.

5. Bleaching and Complexing agents
    a. Signed Declaration **AND** production and quality control documentations (or ISO 9001)

6. Dyes, Pigments and Coatings
    a. Complete declaration form in **Annex 1c AND** MSDS of any hazardous chemical used **AND** production and quality control documentations (or ISO 9001).
    b. For Hygiene Paper Only: Third-Party lab test report on Dyes and Optical Brighteners

7. Cleaning Solvents
    a. Signed Declaration **AND** MSDS of solvents used

8. Adhesives

    * If no adhesive used in production, please declare.

a. If adhesive used is not SGLS certified, please provide MSDS **AND** signed declaration of conformance to criteria.

9. Water Discharge
   a. Signed Declaration
   b. Third-Party Lab Test report for COD, AOX and P to be submitted yearly.

10. Air Emissions
    a. Signed Declaration
    AND production and quality control documentations (or ISO 9001)
    AND Third-Party Lab test report to be submitted yearly. Ensure test report clearly describes sample as product seeking endorsement.

11. Energy Efficiency and Water management
    a. Energy and water management policy approved and signed by senior management.
    AND Company report showing annual data for water consumption performance and reduction targets.

12. Recyclability of Finished Product
    a. Signed Declaration
    Exemptions: If product is not recyclable due to contact with food.

C. Life Cycle

13. Storage of Raw Materials
    a. Signed Declaration
        i. Ensure that declaration includes commitment to prevent contamination through proper storage and hazardous materials managementprocedures.

14. Waste management
    a. Signed Declaration
        i. Ensure that declaration includes the company waste management policy (with section on minimizing waste and recycling programs) and declaration of compliance to government regulations on air and wastewater emissions.

    AND Copy of agreement with hazardous waste disposal company

15. Labelling
    a. Picture of product label

16. Packaging
    a. Picture of product packaging
    AND Signed Declaration of packaging recyclability

E. Compliance

17. Declaration
    a. Fill in form **Annex 1d**

F and G. Peatland Management & Fire management*

*Section only applicable to suppliers sourcing from plantations on peatland.
If not applicable, please sign declaration in ANNEX 2 (1.does not plant on peat. 2.have relevant fire management practices in place)

Table 1 Reference of Institution required to submit relevant documentation to comply to SGLS Enhanced Pulp and Paper Criteria

No.	Criteria	Submission from			
		Supplier	Paper Mill	Pulp Mill	Source Forest
	Section A: Fit For Use				
1.	Fit for use **test** report or certification	✓			
	Section B: Environmental Criteria				
2.	a) ISO 14001		✓	✓	
	b) Compliance	Refer to criteria #17			
3.	a) FSC (or equivalent) certification AND evidence of chain-of-custody	✓	✓	✓	✓
	b) Zero Burning Policy				✓
4.	a) Hazardous Substances Declaration		✓	✓	
	b) For recycled paper – Surfactants Biodegradability **Test**		✓	✓	
5.	Declaration for Bleaching and Complexing agents		✓	✓	
6.	a) Declaration for Dyes & Pigments – Annex 1C		✓		
	b) For hygiene paper – **Test** on bleeding of dyes	✓			
7.	Cleaning Solvents Declaration		✓	✓	
8.	Adhesives Declaration		✓		
9.	a) Water Discharge Declaration		✓		
	b) **Tests** for i) COD		✓	✓	
	ii) AOX		✓	✓	

	iii) P			✓	
10.	i) Air Emissions **Test** Report for Sulphur and NO_x			✓	
	ii) Air Emissions Declaration for CO_2		✓	✓	
11.	Energy efficiency and Water management		✓	✓	
12.	Recyclability of finished products		✓		
	Section C: Life-Cycle				
13.	Storage of Raw Materials		✓		
14.	Waste Management		✓		
	Section D: Labelling and Packaging				
15.	Labelling	✓			
16.	Packaging	✓			
	Section E: Compliance				
17.	Compliance to Local Legislation		✓	✓	✓
	Section F: Peatland Management (only applicable to wood planted on peatlands)				
18.	Biodiversity				✓
19.	Hydrology, Water Regulation				✓
20.	Climate Change				✓
21.	Restoration/ Rehabilitation				✓
	Section G: Fire Management				
22.	Prevention				✓
23.	Preparation				✓
24.	Suppression				✓
25.	Recovery				✓

Appendix 3: Past 3 Years' Data

Table below is a sample.

	Year 1	Year 2	Year 3	Remarks
Water Discharge				
P (Kg / ADT)				
For Individual Pulp Mill				
Pulp Mill 1				
Pulp Mill 2				
Pulp Mill X				
AOX (Kg / ADT)				
For Individual Pulp Mill				
Pulp Mill 1				
Pulp Mill 2				
Pulp Mill X				
For Individual Paper Mill				
Paper Mill 1				
Paper Mill 2				
Paper Mill X				
COD (Kg/ ADT)				
For Individual Pulp Mill				
Pulp Mill 1				
Pulp Mill 2				
Pulp Mill X				
For Individual Paper Mill				
Paper Mill 1				
Paper Mill 2				
Paper Mill X				
Emissions to Air				
NOx (Kg/ADT)				
For Individual Pulp Mill				
Pulp Mill 1				
Pulp Mill 2				
Pulp Mill X				
Sulphur Emissions (SOx, HS, etc) (Kg/ADT)				
For Individual Pulp Mill				
Pulp Mill 1				
Pulp Mill 2				
Pulp Mill X				

CO_2 (Kg/ADT)				
For Individual Pulp Mill				
Pulp Mill 1				
Pulp Mill 2				
Pulp Mill X				
For Individual Paper Mill				
Paper Mill 1				
Paper Mill 2				
Paper Mill X				
Water Consumption				
m3/year				
Energy Consumption				
Electricity (kwh/year)				
Gas (MJ/year)				

Version Control			
Version	**Date**	**Author**	**Rationale/Remarks**
1	01 Jan 2017	SEC	New release
2	22 Apr 2019	Jane Sim	Change in SEC address. Formatting changes. Section V updates on FSC. Adding of "Renewal/Annual Submission" column. Item 9 and 10 updated with units required "kg/ADT" and part c.
2.1	28 May 2019	Jane Sim	Formatting changes.
2.2	18 Jun 2019	Jane Sim	Formatting changes.
3.0	01 July 2021	Vincent Teo Varun	Reviewed and added converted paper products criteria after landscape study and research by KPMG.

ANNEX B

Annex B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