



Certified Sustainability Facts Certification

April 2024



1.0 Introduction

A Certified Sustainability Facts (CSF) Certification is the most in depth and comprehensive certification that GreenCircle Certified, LLC (GreenCircle) offers. The CSF Certification is a culmination of multiple sustainability attributes for a product and its manufacturing operation that support human health, ecosystem health, climate health, circular economy, and social health & equity. The label was developed to highlight certified product specific, manufacturing specific, as well as social health and equity sustainability attributes.

All labels are specific to a product or product family and manufacturing facility. The label allows companies to measure and drive continuous improvement in the sustainability of their products and operations in a transparent manner; and communicate that sustainability in an easy-to-read format. As sustainable purchasing policies, and sustainable supply chain requirements continue to become more rigorous, multi-attribute certifications will provide validated sustainability information that differentiates products from competitors and highlights the strengths of a brand.

GreenCircle will conduct the audit for Certified Sustainability Facts Certification in accordance with the requirements and methods set forth in this audit plan and in GreenCircle's Certification Scheme; in compliance with ISO17065:2012. As part of GreenCircle's evaluation process, GreenCircle will certify the applicable product-specific, manufacturing-specific, and social health and equity sustainability attributes. This audit plan will be used in conjunction with the applicable GreenCircle Standard Audit Plan based on the product and manufacturing attributes to be assessed.

Influenced by ISO 26000:2010, guidance on social responsibility, the CSF emphasizes the importance of results and improvements in performance on social responsibility. It is intended to encourage organizations to go beyond legal compliance and highlight those attributes in a CSF label.

2.0 Goal

GreenCircle aims to provide a single, trusted source of third-party certified environmental sustainability data for a product, associated manufacturing operations as well as the company's applicable social health and equity attributes. The goal of this certification is to provide transparency on a multi-attribute basis of a company's sustainability performance.

The goal for an organization should be to maximize its contribution to sustainable development and to track these attributes for future growth. This involves integrating social responsibility throughout its decisions and activities. These attributes of an





organization, its products, and its facilities can all be assessed through a Certified Sustainability Facts audit.

These attributes can include but are not limited to the following:

Product Specific:

- Recycled Content
- Closed Loop Product
- Certified Energy Savings
- Life Cycle Assessment (LCA) Optimization
- Recyclable Material
- Product Publications
- Supply Chain Audit

Manufacturing Facility Specific:

- ISO 14001 Certified
- ISO 9001 Certified
- OSHA 18001 / ISO 45001
- Waste Diversion from Landfill or Zero Waste to Landfill
- Waste to Landfill Reduction
- Industry Quality Standards
- Commitment to Use of Environmental and Safety Management Systems and Operation Best Practices
- Carbon Emissions Reduction
- Energy Usage Reduction
- Renewable Energy Usage
- Water Usage Reduction

Social Health and Equity Specific:

Diversity and Inclusion:

- Non-Discrimination Policy
- Commitment to recruiting, developing, and promoting a diverse workforce
- Commitment to Inclusion
- Employee Advancement Program
- Employee Engagement

Employee Health and Benefits:

- Employee Health & Well Being





- Employee Health: Physical
- Employee Benefits: Health Care, Retirement, Family Medical Leave, Training and Education

Stewardship:

- Community Support
- Charitable Contributions
- Facility Air Pollution Management
- Facility Water Pollution Management
- Positive Community Impact due to Facility location

Food Manufacturing Specific:

Food Product Specific:

- Raised without antibiotics
- Gluten-free
- No added hormones or growth promotants
- No artificial ingredients

Feed/Animal Welfare Specific:

- Vegetarian feed
- Raised and housed in open pens
- CO₂ stunning
- PAACO certified auditors

Food Safety Specific:

- HACCP Recognized food safety management
- Approved for Export by the USDA

Farm Specific:

- Nutrient and manure management plans at all barns
- Nutrient and manure management plans developed by certified agrologists
- Water quality management zones established
- Manure applied to local farms as organic fertilizer



3.0 Company Qualifications

Companies who can demonstrate sustainability attributes in all three categories, Product, Manufacturing and Social Health and Equity will be eligible for Certified Sustainability Facts Certification. GreenCircle has established requirements for certification of each attribute included on the CSF label. The company must meet the minimum requirements for the attribute, with supporting documentation, in order to achieve certification. GreenCircle will conduct a review with the potential client to determine if the requirements for certification are met; and the probability that certification can be completed, prior to issuing a proposal. It is not guaranteed an organization will achieve certification until a thorough audit is completed by GreenCircle.

4.0 Documentation Requirements

To qualify for certification, a company must have six months of data, preferably 12 months, for each of the attributes that are being assessed. Documentation requirements will be dictated by the attributes being audited; these requirements may include the following and GreenCircle's Standard Audit Plan for individual certifications should be reviewed for more specific requirements.

4.1 Product Specific Information Requirements

- Product family bill of materials or product recipes (percent by weight basis). This will include exploded view drawings (if possible) so the GreenCircle Certification Analyst can understand all the constituents and types of material within each product being analyzed. The bills of material or product recipes will be used to analyze and validate product specific sustainable attributes within the product.
- Total production for the specified products (square yards, etc.) for the previous year or most recent twelve months.
- A list of current suppliers, including the type of material provided; the quantity supplied; information of supplier variability, including frequency of change in suppliers; changes in source location of raw materials; etc.
- GreenCircle will develop supplier questionnaires to obtain the needed information from the suppliers, in order to certify their claims. The supplier questionnaire will be used to confirm sustainable attributes of the raw materials supplied to the client, including recycled content, biobased content, etc. As needed, GreenCircle will conduct interviews with the various suppliers to confirm the information provided.





- Supplier names and locations (street address). Once locations are determined, GreenCircle will assess their distance from the manufacturing facility to confirm the regional sourcing of their parts or materials on a percent by weight basis.
- Purchasing documents for the various parts or raw materials, which contain data clearly describing existing plant inventory and proof of purchase.
- Purchasing documents and invoices that verify chain of custody take back programs and/or closed loop processes are being conducted.
- Relevant testing documentation (ASTM D6866 testing for renewable resource content, energy readings from certified meters for certified energy savings, etc.)

Access to the client's life cycle assessment studies (in either SimaPro or Gabi); as well as copies of either the client's published LCA or EPD reports. GreenCircle will use the LCA database to conduct a Life Cycle Assessment Optimized analysis to verify life cycle reductions of the product, based on changes to either the product or facility where the product is made. GreenCircle will use this information to verify the Carbon Footprint Reduction of the product as well, where applicable.

- Any published material ingredient disclosure (HPD, EPD, Declare). GreenCircle must validate the publish document and expiration date.
- GreenCircle will need to understand the usual end of life disposal scenario, and the global location of the general disposal of the product. This information will be used to ensure recyclability of this product; and to ensure 60% of the infrastructure in the US can support recycling this material per the Federal Trade Commission's 2012 Green Guides.
- Any applicable or additional third-party sustainable product certifications (i.e. ENERGY STAR, USDA BioPreferred, etc.). GreenCircle must collect the certificate from our client; the certificate must display the certification is valid, in order for GreenCircle to include within the CSF label.
- Any additional information needed to complete and verify a claim must also be submitted and reviewed by the GreenCircle Certification Analyst. The Certification Analyst will identify and request this additional information on a per certification basis.





4.2 Specific Manufacturing Information Requirements

GreenCircle will require environmental data for the specified baseline year, as well as the most recent year's data, to benchmark the facility's operations and validate environmental impact reductions based on implemented conservation measures. The baseline year typically coincides with the baseline year for company sustainability programs and will be determined at the time of proposal development. A baseline year will typically be within five years of the most recent certification year. Energy, carbon footprint, water, and waste reductions will be validated and require either process changes or conservation measure implementation to be valid.

- Minimum two years of electricity, natural gas, and fuel source consumption data (oil, propane, etc., if applicable) must be collected and analyzed to confirm the carbon footprint reduction and energy usage reduction claims of the manufacturing facility. The facility will also be required to submit documentation to verify energy conservation measures have been implemented within the manufacturing facility. This documentation could include purchase orders, paid invoices, profit impact reports, etc.
- Minimum two years of total water consumption data must be collected and analyzed. The facility will also be required to submit documentation to verify water conservation measures were implemented within the manufacturing facility. This documentation could include purchase orders, profit impact reports, etc.
- Minimum two years of total waste data must be collected and analyzed. The facility will also be required to submit documentation to verify waste reduction activity efforts within the manufacturing facility. This documentation could include purchase orders, load tickets, material management organization receipts, weigh tickets, etc.
- Minimum two years of total production data (all products) at the facility must also be collected, to benchmark the operations.
- Data clearly describing the amount and type of materials being recycled internally throughout the facility. A list of any source reduction practices implemented. A list of all outgoing waste materials and their amounts; as well as a list of all downstream material management organizations used to haul these materials from the site to a downstream processor (recycler, landfill, etc.).
- GreenCircle will audit the downstream material management organizations to validate the diversion method and rate; as well as understand the residuals





coming out of their process as a part of the waste diversion from landfill percentage validation. GreenCircle may coordinate site visits to the local downstream material management organizations as a part of this process.

- Contact information for each material management organization and any information of materials management organization variability, including: frequency of change in organizations, and information on any anticipated changes in the near future.
- Samples of recent purchasing slips, load tickets, or waste bills to verify the transactions between the company and the materials management organizations.
- Any applicable or additional third-party sustainability certifications for the facility (i.e. ISO 14001, etc.). These certifications will be verified to be valid in order for GreenCircle to include within the CSF label.
- A company must also provide GreenCircle access for a site visit to the processing or manufacturing facility. GreenCircle will determine if this requirement will be met through an on-site visit or a virtual visit for visual verification of the recycled content material and manufacturing process.

4.3 Social Health and Equity Specific Information Requirements

GreenCircle will require written policies and supporting documentation that demonstrates the client’s commitments and current practices as applicable to the attributes detailed below. The Social Health and Equity-related attributes are what set a CSF label apart from a Certified Environmental Facts (CEF) label, which focuses on the manufacturing and product specific attributes described above.

4.3.1 Diversity and Inclusion

Non-Discrimination Policy

Eligibility for this attribute will be assessed if the organization has:

- A written non-discrimination policy
- Company-wide reporting that includes: Gender, Ethnic, Inclusion, Pay scale equity
- Internal diversity programs and employee groups

Fair Change Hiring methods are another example an organization could provide for this attribute.





Commitment to Recruiting, Developing, and Promoting a Diverse Workforce

Company has a written policy that documents commitment to the creation and maintenance of an inclusive work environment and culture.

Annual Employee Value Surveys is another example of documentation a company could provide for this attribute.

Commitment to Inclusion

Eligibility for this attribute will be assessed if the organization has a written policy that documents commitment to the creation and maintenance of an inclusive work environment and culture.

Annual Employee Value Surveys are another example of documentation that an organization could provide for this attribute.

Employee Advancement Program

Eligibility for this attribute will be assessed if the organization has a written policy that documents commitment to employee advancement. Examples of documentation an organization could provide for this attribute are company-wide reporting in a Corporate Sustainability Report (CSR), and Internal Leadership Development.

Employee Engagement

Eligibility for this attribute will be assessed if the organization has a written policy that documents commitment to employee engagement. This includes efforts to create and maintain a work environment where employees feel motivated and engaged.

Annual Employee Engagement Surveys, with comparative results over time, are another example of documentation that an organization could provide for this attribute.

4.3.2 Equity

The CSF process does not require disclosure of specific financial details of individuals such as salaries or wages. Rather, a company could provide ratios and percentages, such as the ratio of highest to lowest compensated employee or the percentage variance between genders within a pay class.

Freedom of Association

Eligibility for this attribute will be assessed if the organization has a written policy that documents freedom of association principles and workplace democracy. This demonstrates that the organization actively supports the right of employees to self-



organize, and if desired, to join or form a union to represent the employees in collective bargaining.

Pay Scale Equity

This attribute demonstrates that organizations have a method to review and ensure compensation scales for their most senior executives are reasonable, and equitable. Eligibility for this attribute will be assessed if the organization has a written policy that documents pay-scale equity practices. Organizations can report on a ratio of base salary for the highest-compensated employee to the lowest-compensated employee.

Living Wage

Eligibility for this attribute will be assessed if the organization has a written policy that documents its living wage commitment.

The organizations should provide at a living wage for their entry level employees that is higher than the minimum wage.

GreenCircle will complete a desk audit to verify that each manufacturing facility maintains a system that dictates the minimum wage for each level for the hourly positions within the organization. This will be compared to the local or state requirements to verify that the minimum hourly wage was met or exceeded.

Gender Pay Equity

Eligibility for this attribute will be assessed if the organization has a written policy that documents its gender pay equity. Documentation of the variance of the average base salary for men compared to the average base salary for women will be requested. This variance should be less than 10 percent between each pay-scale class.

4.3.3 Employee Health & Benefits

Employee Health & Well Being

Eligibility for this attribute will be assessed if the company has a written policy that documents its work to optimize the emotional, social, and spiritual well-being of employees. The written policy should include company support for health & wellness (such as EAP programs, mental health training, etc). The organization can show documentation of a comprehensive employee well-being program (that includes flexible working arrangements, mindfulness training, financial education, lactation/breastfeeding room, meditation/prayer/reflection space, gender neutral bathrooms, employee resource groups, employee assistance programs, planned social/volunteer





outings, and counseling programs). The documentation could also include OSHA Total Recordable Incident Rates (TRIRs), compared to total hours worked (yearly).

Employee Health: Physical

Eligibility for this attribute will be assessed if the organization has a written policy that documents its work to optimize the physical health status of employees.

Organization can provide documentation indicating that the organization has completed Steps 1 (Workplace Health Assessment) and 2 (Planning The Program) of the Center for Disease Control (CDC) Workplace Health Model. Alternatively, organizations that have achieved WELL Building Certification or Fitwell Certification can provide that documentation.

Employee Benefits: Health Care

This attribute is to recognize organizations must meet and exceed all government rules and regulations regarding the provision of health care insurance for their employees and their employees' families.

Employee Benefits: Retirement

This attribute recognizes the organizations offers a defined benefit plan or defined contribution plan that will help employees save income for their retirement years. Eligibility for this attribute will be assessed if the organization has a written policy that documents employee retirement provision.

Employee Benefits: Family Medical Leave

Eligibility for this attribute will be assessed if the organization has a written policy on family and medical leave. The organization can also provide documentation on the paid leave of an employee for welcoming a child or dealing with a serious health concern of their own or loved ones. The organization can also provide documentation of an employee-requested scheduled work outside of non-standard hours.

These policies should be inclusive, and accessible for all current employees.

Employee Benefits: Training and Education

Eligibility for this attribute will be assessed if the organization has a written policy on employee training and continuing education benefits. The organization should have clearly communicated policies and dedicated funds annually for employee development.



4.3.4 Stewardship

Community Support

Eligibility for this attribute will be assessed if the organization can provide a written policy on community support and volunteering.

This attribute recognizes an organization's participation with the local communities. The organizations can provide different levels of support of the health of the local economy and community. The organization can provide documentation of paid volunteer time for employees.

Charitable Contributions

Eligibility for this attribute will be assessed if the organization has a written policy on charitable giving. The attribute can recognize an organization's donation as a percentage, specified by documentation, of gross sales or net profits.

GreenCircle will verify the quantity of product donations made during the evaluation period if tracked by the company.

Facility Air Pollution Management

Eligibility for this attribute will be assessed if the organization has a written documentation on the management of air pollution from the facility and documentation of the policies in place to reduce air pollution; include tools to measure and evaluate the air pollution for corrective actions.

Facility Water Pollution Management

Eligibility for this attribute will be assessed if the organization has a written documentation on the management of water pollution from the facility and documentation of the policies in place to reduce air pollution; include tools to measure and evaluate the air pollution for corrective actions.

Positive Community Impact due to Facility Location

Eligibility for this attribute will be assessed if the organization has a written documentation on the facility location selection that includes a reclaimed brownfield or a redevelopment program. The company can provide documentation for verification of LEED certification for buildings or facilities.

Animal Welfare

Eligibility for this attribute will be assessed if the organization has a written policy on its commitment to animal welfare. The organization's policy includes documentation that



it does not participate in the harmful or abusive treatment of animals, including animal testing, animal experimentation and factory farming practices.

4.3.5 Supply Chain Equitable Purchasing

Eligibility for this attribute will be assessed if the organization has a written policy on equitable purchasing. GreenCircle can recognize the purchases locally as a percentage of total goods and services in dollars spent, with supporting documentation for the evaluation timeframe.

If applicable, GreenCircle can also recognize a percent of all goods and services purchased from certified Minority and Women-Owned Businesses (MWOBEs), Service-Disabled Veteran-Owned Businesses (SDVOBs), certified B Corps, JUST Organizations or worker cooperatives.

Sustainably Responsible Supply Chain

Eligibility for this attribute will be assessed if the organization has a written policy on socially and environmentally responsible supply chain management.

GreenCircle will additional relevant supply chain attributes as requested by the client. In order to perform a supply chain audit for compliance to internal directives, GreenCircle will need to obtain the following:

- A copy of the directive being used to complete the audit.
- A framework of all attributes being assessed in the audit along with acceptable documentation for each attribute type.
- Complete list of suppliers and components that are are being audited (complete with contact name, email adress and phone number(s))

No calculations are required. Detailed documentation of should be maintained for the attributes that GreenCircle verified for the client's goals and the comparison against the data gathered and documentation supplied for each goal.

Global Standards

Eligibility for this attribute will be assessed if the organization has current certifications or letter of commitment to corporate, industry or global initiatives related to sustainability practices and improvements.



Slavery and Child Labor

Eligibility for this attribute will be assessed if the organization has a written policy or letter of commitment to opposing discrimination, child labor bribery and corruption, human trafficking, and forced labor in its supply chain practices.

GreenCircle will evaluate the company's policy based on the following standard: SA8000:2023 Certification, Social Accountability for Indirect Employees.

5.0 Audit and Certification Process

5.1 Data Collection

Once the proposal and certification agreement are signed, GreenCircle will conduct an initial project meeting, via video or conference call, with contact(s) at each manufacturing facility to discuss the required data, GreenCircle's audit process and project schedule. GreenCircle will gain an understanding of the material flows and tracking systems utilized at the facility for the products/packaging/facility to be certified. GreenCircle will also discuss with the client which attributes were selected during the proposal process to confirm the scope of the audit.

GreenCircle will provide an initial data request to be completed by the client. See the Documentation Requirements for specific data that will be requested in the data collection stage.

5.2 Site Audit

GreenCircle will conduct a site visit at the facility to audit and verify the details of the operations or manufacturing processes, and visually inspect the product, packaging, and manufacturing attributes pertinent to the specific certification. GreenCircle will conduct a facility walk down of all applicable processes to understand the material flows, raw material usage, and manufacturing/operations processes for the facility as they pertain to each attribute.

5.3 Multi-Attribute Calculations

GreenCircle will conduct a thorough review of the data required for each attribute being assessed and perform calculations based on the documentation provided to ensure compliance with applicable internationally recognized standards and the FTC Green Guides 2012. GreenCircle also recognizes other valid third-party certifications and organizations can choose to add these to the label as applicable. Additionally, GreenCircle will evaluate the compliance to the LEED rating system for any applicable attributes and highlight this on the label.





5.4 Certification Audit Deliverables

Upon verification of the product, packaging, manufacturing operation, and social health and equity claims, GreenCircle will issue GreenCircle Certified, LLC Certificates and Mark for the specified product manufactured at a specific facility. The certificate will document that an independent evaluation of the recycled content claims has been conducted on behalf of the client for the specified product(s).

All certificate holders must notify GreenCircle Certified, LLC of any significant changes in products or operations that could alter any of the claims detailed in certification.

GreenCircle will prepare a written report on the audit process and findings and provide this report to the Client. GreenCircle will also list the final certificates on the GreenCircle Certified Product Database and provide GreenCircle Marks for use in marketing.

6.0 Annual Recertification Process

The Certified Sustainability Facts certification is valid for three-years, with data verification through an annual check in. All certified claims are verified annually to confirm any changes that may impact the attributes certified and will include a collection of sample documentation. If any attribute deviates by greater than five percent, GreenCircle will outline the necessary documentation requirements for recertifying the impacted attributes. A full analysis of an attribute during a check in, or adding new attributes, may result in additional fees required for the review of the additional documentation.

It is important for GreenCircle to evaluate any changes within the operations or manufacturing processes to ensure the accuracy of all sustainability claims. After the three-year, a full recertification of all attributes is required. Completion of recertification ensures continued transparency and further use of the GreenCircle mark.

7.0 Complaints, Appeals and Disputes

GreenCircle must be contacted immediately if there is a complaint, appeal, and/or dispute brought against a certification that GreenCircle has verified. GreenCircle will follow the Appeals, Complaints, and Disputes procedure to review and resolve the issue.

8.0 Suspension, Withdrawal or Termination of Certification

GreenCircle reserves the right to suspend, withdraw, or terminate a certification if the Client does not follow the Certification Requirements as stated in the GreenCircle Certification Agreement. GreenCircle will document the reason for the suspension,





withdraw, and/or termination of the certification and will note any corrective action that will take place to rectify the situation. During this time frame the Client must discontinue the use of the GreenCircle mark in any and all marketing materials (i.e. brochures, websites, packaging, etc.) to ensure the integrity of the GreenCircle mark.

9.0 Client Nonconformity

During the application process if the Director of Operations determines the product(s) and/or operation(s) do not conform to the standards utilized by GreenCircle to complete the specified certification, the Client will be notified immediately. A report will be issued to the Client and a conference call will be scheduled, to discuss the non-conformities GreenCircle observed

10.0 Guidelines for Private Label User

The Certified Sustainability Facts Multi-Attribute Certification is for the exclusive use of the Client. Companies that produce private label products will require any private label Customers, or downstream re-sellers of the certified product(s) who desire to utilize the GreenCircle Multi-Attribute certification, to enter into a separate Licensing Agreement with GreenCircle regarding the use of the GreenCircle Mark and/or Label on private label product and promotional materials. Please contact GreenCircle directly for more information.

11.0 Labeling Requirements

The Client agrees to promptly cease display and use of the GreenCircle Certified, LLC mark: (1) Upon expiration of the certification period; (2) If a Client is no longer in compliance with the certification requirements in this audit plan or the GreenCircle terms and conditions Please reference the **GreenCircle Certified Mark Usage Guidelines** for further details and more information on using the mark. The Client shall take caution to ensure that the GreenCircle Certification mark is not associated with products and/or operations which do not comply with the GreenCircle Certification System (GCCS). The Client will be asked to remove the GreenCircle mark immediately if it is found that they have applied the mark on a non-conforming GCCS product and/or operation. If the Client fails to remove the misused mark, an investigation will be conducted pertaining to the misuse, in which the full cost of the investigation shall be borne by the Client. The Client shall not allow the GCCS Certification mark to remain on non-conforming products offered for sale. Such action could invite prosecution under U.S. Trademark statutes or attract other penalty provisions in other U.S. or State law.



12.0 Reference Documents

GreenCircle Certification Scheme, GCC-OPS-03-1, Revision 6 – Outlines the certification process and GreenCircle’s Management System

40 CFR 261.1:1980, Identification and Listing of Hazardous Waste – The Environmental Protection Agency

ASTM 1991-05, Standard Guide for Environmental Life Cycle Assessment of Building Materials/Products – American Society for Testing and Materials

ASTM D6866:2024, Standard Test Methods for Determining the Biobased Content of Solid, Liquid, and Gaseous Samples Using Radiocarbon Analysis – American Society for Testing and Materials

ASTM E2129:2018, Standard Practice for Data Collection for Sustainability Assessment of Building Products to assess the sustainability of products and manufacturing operations

Declare Third-Party Certification Guidelines- 2014

The 2012 Federal Trade Commission’s Green Guides – Guides for the Use of Environmental Marketing Claims

HPD Third-Party Verification Checklist, Guidelines and HPDC 2.2 Standard

IPCC Guidelines for National Greenhouse Gas Inventories – The International Panel on Climate Change

ISO 9001:2015, Quality management systems – Requirements

ISO17020: 2012 Conformity assessment -- Requirements for the operation of various types of bodies performing inspection, The International Standards Organization. This International Standard defines the requirements for the operation of various types of bodies performing inspection. GreenCircle adheres to these requirements in the development of the certification process and audit plans.

ISO 14021:2016 Environmental labels and declarations -- Self-Declared environmental claims (Type II environmental labeling), The International Standards Organization





ISO 17065:2012 Conformity assessment -- Requirements for bodies certifying products, processes, and services, The International Standards Organization. This International Standard defines the requirements for bodies certifying products, processes and services. GreenCircle adheres to these requirements in the development of the certification process and audit plans.

ISO 14001:2004, Environmental management systems – Requirements with guidance for use

ISO 14021:2016, Environmental labels and declarations: Self-Declared environmental claims (Type II environmental labeling) – The International Standards Organization

ISO 14025:2006, Environmental labels and declarations – Type III environmental declarations – Principles and procedures

ISO 14040:2006, Environmental Management Life Cycle Assessment Principles and Framework – The International Standards Organization

ISO 14044:2006, Environmental Management of Life Cycle Assessment Requirements and Guidelines – The International Standards Organization

ISO 14064-1:2006, Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals

ISO 14064-2:2006, Greenhouse gases – Part 2: Specification with guidance at the project level for quantification, monitoring, and reporting of greenhouse gas emission reductions or removal enhancements

ISO 14064-3:2006, Greenhouse gases – Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions

ISO 26000:2010: Guidelines on Social Responsibility

LEED v4 and v4.1 for Rating System for Building Design and Construction

The Greenhouse Gas Protocol – A Corporate Accounting and Reporting Standard, World Resource Institute



13.0 Key Terminology

Alternative Daily Cover: Material other than earthen material placed on the surface of the active face of a municipal solid waste landfill at the end of each operating day to control vectors, fires, odors, blowing litter, and scavenging. GreenCircle will analyze the types of materials used for ADC and determine if this is an appropriate form of diversion.

Audit Plan: Specifies how GreenCircle intends to conduct a particular audit. Our audit plan describes the activities we intend to carry out in order to achieve our audit objectives.

Beneficial Reuse: Any materials that would have otherwise entered the waste stream that is instead turned into a commodity. Beneficial reuse could also be defined as the reuse of byproducts from one manufacturing process in another process.

Carbon Emissions Reduction: The level of carbon dioxide generated by a process, facility, or in the production of a product.

Chain-of-Custody (CoC): Refers to the chronological documentation or paper trail of materials or product flows, to and from different entities. This documentation is utilized to track materials through the closed loop product system.

Commercial and Industrial Waste: The solid component of the waste stream arising from commercial, industrial, government, public, or domestic premises (not collected as Municipal Solid Waste), but does not contain Listed Waste, Hazardous Waste, or Radioactive Waste.

Component: A constituent part of something (such as a system or mixture).

Construction and Demolition Waste (C&D): Waste generated from the construction, renovation, repair, and demolition of structures such as residential, commercial, and industrial buildings. The composition of C&D waste varies; however, it is composed mainly of wood products, asphalt, drywall, masonry, metals, shingles, insulation, paper, and cardboard.

Cradle to Cradle Certification: The Cradle to Cradle Certified Product Standard guides designers and manufacturers through a continual improvement process that looks at a product through five quality categories — material health, material reutilization, renewable energy and carbon management, water stewardship, and social fairness. A product receives an achievement level in each category — Basic,





Bronze, Silver, Gold, or Platinum — with the lowest achievement level representing the product’s overall mark.

Declare Certification: Declare is a transparency platform and product database that will list the chemicals of concern in a product.

Disposal: Any materials being sent to incineration without energy recovery and landfilled materials will be considered disposal.

End-of-Life: A phase in the life cycle of a product in which the product can no longer be used and will need to be either disposed of or recycled. Within the closed loop product certification GreenCircle will be analyzing those products/materials that have been designed to be recyclable at the end of life.

Energy Recovery (Waste-to-Energy): The conversion of non-recoverable materials from waste into heat, electricity, or fuel through a variety of processes, including combustion, gasification, pyrolyzation, anaerobic digestion, and landfill gas recovery (LFG). This process is often called waste-to-energy. This can be defined as beneficial reuse, and GreenCircle will analyze the management of bi-products of the waste-to-energy process to understand the effects on a company’s landfill diversion rates. Bottom ash material being generated in the waste-to-energy process will be analyzed and assessed per applicable state and local regulations. Bottom ash materials that are beneficially reused, and/or have regulatory approval as an alternate daily cover will be included as materials diverted from landfill.

Energy Usage Reduction: The reduction of energy usage throughout a facility and/or manufacturing process.

Environmental Product Declaration (EPD): A single source of transparent, scientifically compelling information, which discloses the full environmental impact of a product from cradle to gate or cradle to grave.

Extended Producer Responsibility (EPR): An environmental protection strategy, to reach an environmental objective of a decreased total environmental impact from a product, by making the manufacturer of the product responsible for the entire life cycle of the product; especially for the take-back, recycling, and final disposal of the product.

Equal Value Product: A product that uses closed loop materials that are not down cycled or integrated into a lower value product; but would be incorporated into a product of similar function or economic value.



Hazardous Waste: Waste that includes any unwanted or discarded material (excluding radioactive material), which because of its physical, chemical, or infectious characteristics can cause significant hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Health Product Declaration (HPD): A Health Product Declaration (HPDs) provides a full disclosure of the potential chemicals of concern in products by comparing product ingredients to a wide variety of “hazard” lists published by government authorities and scientific associations.

Incineration: The total mass of solid waste sent to an incinerator that does not recover energy for beneficial reuse. From an environmental/life cycle perspective, incineration without energy recovery has minimal benefits over landfill; and, much less benefit than Waste-to-Energy. Sending waste to incineration without energy recovery is considered disposal.

LEED v4 Compliance Certification: Certification that will comply with the Building Product Disclosure and Optimization Material Ingredients Credit under LEED v4.

Life Cycle Thinking: A method used in sustainable product development that includes considering the environmental impacts of each stage of a product/material’s life cycle. These life cycle stages include: raw material extraction, manufacturing, use, and end-of-life disposal. Organizations that use life cycle thinking, and design products that are recyclable, recoverable, or reusable at the end of life will be considered for closed loop product certification.

Low-Emitting Materials: Low-emitting materials are products that do not release significant pollutants into the indoor environment. Volatile organic compounds (VOCs) are chemicals found in many common products and building materials that can escape into the air, causing illness and allergic reactions. Low-emitting materials are analyzed per CDHP.

Material Inputs: All incoming materials including: original products collected, materials or components reclaimed or recycled, virgin or purchased materials.

Material Management Organization (MMO): Any organization that hauls, processes, treats, or otherwise manages outgoing material (other than finished product) from the facility.



Material Outputs: All outgoing materials, waste, or products from a manufacturing or processing facility.

Municipal Solid Waste: More commonly known as trash or garbage; consists of everyday items used and then thrown away, such as: product packaging, grass clippings, furniture, clothing, bottles, food scraps, newspapers, appliances, paint, and batteries.

Non-Recoverable Materials: A material generated from a facility that is non-recyclable or not feasibly recyclable due to the availability of recycling facility infrastructure within the local and regional area. Given the current recycling infrastructure of the United States, there are still areas in the US that have limited to no recycling available for various materials. The costs to recover and transport these materials long distances may not be economically feasible and create more environmental impact compared to managing the materials in a waste-to-energy facility. GreenCircle acknowledges this issue and will require documentation from the facility that all reasonable means of diversion have been evaluated; as well as, the economic and environmental impact analysis demonstrating recycling or other acceptable means of waste diversion are not feasible for the materials. Based on GreenCircle's review of this documentation, materials may be deemed non-recoverable and will be acceptable to be diverted to a waste-to-energy facility, as long as the waste-to-energy facility is within 100 miles of the facility generating the waste.

Original Equipment Manufacturer: A company that acquires a product or component and reuses or incorporates it into a new product with its own brand name.

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. Excluded is reutilization of materials such as rework, regrind, or scrap generated in a process and capable of being reclaimed with the same process that generated it.

Radioactive Waste: Any radioactive substance in the form of a solid, liquid, or gas that is left over, surplus, or an unwanted byproduct of any business or domestic activity.

Redesign to Eliminate Waste: A practice of source reduction specifically targeting the reduction or elimination of waste. Per ISO 14021 all source reduction claims will be made as a comparison. In the GreenCircle Waste Diversion from Landfill Certification





process, redesign to eliminate waste claims will be compared to the year immediately preceding the certification period. In order to certify source reduction claims, the amount of material reduced must be measured and verifiable.

Renewable Energy Use: Examples of renewable energy systems include: Solar (Photovoltaic) Systems, Wind Turbines, Solar Hot Water, and Geothermal.

Regional Material Raw Material Sourcing: A material that is supplied and obtained within 500 miles of the facility.

Residual Waste: Non-Hazardous industrial waste. It includes waste material (solid, liquid, or gas) produced by industrial, mining, and agricultural operations.

Reusable: Products that are designed to be, and can be, used more than once.

Recyclable: “Recyclable” is a characteristic of a product, packaging, or associated component that can be diverted from the waste stream through available processes and programs and can be collected, processed, and returned to use in the form of raw materials or products. The Federal Trade Commission’s Green Guides require that a product be able to be recycled within 60% of the current US infrastructure, in order to be considered “recyclable”. During the audit process GreenCircle will analyze and verify the availability of a recycling infrastructure in the local and regional area to determine if materials can be diverted. If the infrastructure for specific materials is not available to the facility and the facility can provide documentation that all reasonable means of diversion have been evaluated; as well as, the economic and environmental impact analysis demonstrating recycling or other acceptable means of waste diversion are not feasible for the materials, then GreenCircle will consider this material non-recoverable.

Recycler: An organization that performs collection and processing of materials and makes it into another usable raw material or product so the recycled materials can be reutilized in the production of new products or materials.

Recycling: A process that turns materials that would otherwise be waste, into valuable resources.

Renewable/Bio-based Material: A commercial or industrial product (other than food or feed) that is composed of biological products, including renewable domestic agricultural materials and forestry materials.

Rapidly Renewable Material: Agricultural products, derived from both plant and animal sources, which take ten years or less to harvest.





Scope 1 Emissions: All direct GHG emissions generated by a facility.

Scope 2 Emissions: All indirect emissions used by a facility, such as the extraction and production of purchased electricity, heat, or steam.

Scope 3 Emissions: Other indirect emissions, such as: the extraction and production of purchased materials and fuels; transport-related activities in vehicles not owned or controlled by the reporting entity; electricity-related activities not covered in Scope 2; outsourced activities; waste disposal; etc.

Source Reduction: A practice that eliminates waste at the source by not creating it in the first place. It can include redesign of products and packaging, process efficiency improvements, material substitution, inventory control, improved housekeeping, and/or preventative maintenance.

Total Recordable Incident Rate (TRIR): Measure of occupational safety and health, useful for comparing working conditions in workplaces and industries. The TRIR for a company as a whole can be calculated based on total hours worked and number of incidents reported during the evaluation period.

Waste Diversion: The prevention and reduction of generated waste through source reduction, recycling, reuse, composting, and other means as defined by GreenCircle's acceptable means of diversion as listed above.

Water Usage Reduction: The reduction of water usage throughout a facility and/or manufacturing process.

Universal Waste: Specific hazardous waste streams that a generator can choose to manage in an alternative manner, in place of the more complex hazardous waste requirements. Types of hazardous waste can include: lamps, pesticides, batteries, mercury containing equipment, ballasts, etc.

Zero Waste to Landfill (Landfill-Free): Zero waste is disposed directly to landfill or to incineration without energy recovery by the particular facility, except where legal requirements specify that regulated wastes must be disposed of in a landfill or incinerator without energy recovery. In order to be certified zero waste to landfill, an organization must send 100% of the waste streams to a downstream material management organization with the intent to divert this material from landfill. GreenCircle acknowledges the potential for contaminants to be co-mingled with diverted materials and has an allowance of up to 2% by weight of total residuals off of



the downstream material processors for a facility to still be considered zero waste to landfill. If there is more than 2% by weight residuals generated from the downstream processors, an organization cannot claim zero waste to landfill and will be issued a landfill diversion rate percentage.

Amendment History

Date	Issue	Summary of Amendments
10/30/2018	Rev. 0	Official issue date of document.
5/30/2022	Rev. 1	Content and formatting updated
4/1/2024	Rev.2	Update for compliance to Certification Scheme

Certification Officer: Michelle Goreme

