

**Manual for Responsible Purchasing  
Checklist for Forest Products  
by WWF Japan**

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## 1. Introduction

This checklist is developed for assessing raw material just by answering 12 questions (in natural forest cases, 11) for every raw material coming from each forest sources.

This assessment will be enable companies to confirm their conscious level in purchasing wood materials, and easily know what they should do to improve the level.

The 12 standards are as follows.

1. Sustainability of forest management
  - 1.1 tenure and use rights
  - 1.2 Forest-related laws
  - 1.3 Sustainability of economic
2. Environmental Sustainability
  - 2.1 Environmental Laws
  - 2.2 High conservation value forest (environmental aspects)
  - 2.3 Environmentally conscious forest management
  - 2.4 Conversion of natural forests to plantation or other use
  - 2.5 Genetically Modified Tree Species
3. Social Sustainability
  - 3.1 Social Laws
  - 3.2 Traditional/Civil rights
  - 3.3 Communities and workers
  - 3.4 High conservation value forest (social aspects)

## 2. Entry workflow

This checklist concerns paper and wood products whose environmental and social effects we would like to know. Each item is checked in order in the categories of “traceability back to place of origin” and “appropriateness of forest management operations (economic, environmental and social considerations).” Each is ultimately assigned a point value. A total of 100 points is possible, with 20 points for the “traceability” and 80 points for “appropriateness of forest management operations.” The given score will be converted into one of six grades, S to E. The check begins with traceability with the “**Origin List**,” then proceeds to the “**Origin Sheet**” concerning management of each forest. Results are automatically calculated and shown in the “**Comprehensive Sheet**.”

### 3. Origin List

The Origin List is used to organize information that is basic to product evaluation, such as traceability of wood and paper back to the forest and relative amounts of raw materials from different forests in a product. If a study is necessary to confirm the raw material composition of a product or to confirm facts about the place of origin, ask supplier(s) the origin by using another tool, such as the “Traceability Sheet”, where necessary. You can download the “traceability sheet” from WWF Japan website. <http://www.wwf.or.jp/rpc/e/>

#### 3.1 How to fill out the “Origin List”

- “Product name:” Enter the name of the product being evaluated.
- “Forest certification scheme name:” Select the name of the scheme from the space on the right and click the button that says, “Click here for certified product.”
- “Trace completion rate:” The answer is automatically calculated, so do not enter anything here.
- “Total recycled material:” The answer is automatically calculated, so do not enter anything here.
- “Percentage in product:” If the product being evaluated was assembled from multiple different products, enter the percentage that comes from each of these products. If calculation of this percentage is difficult, try to enter answers that are with an accuracy of 5%, by volume or weight. Product examples are given below.
  - Furniture made of plywood (50%) and MDF (50%)
  - Notebook cover paper (5%) and inside paper (95%)
- **“Percentage in product:” When evaluating such products as photocopying paper or plywood, the “Percentage in product” is 100; details such as percentage of chips from each place of origin are to be entered in “Percentage of raw materials.”**
- “Component name:” If the product being evaluated was assembled from multiple different products, enter the names of components, etc. The following are examples.
  - Desk legs
  - Cover paper
  - Tabletop
- “Material name:” If the product being evaluated was, for example, assembled from multiple different products, enter the common name of each product. The following are examples.
  - Plywood
  - MDF
  - Laminated wood
  - Solid wood
  - Paper
  - Paperboard
- “Material details,” “Species” and “Percentage of raw materials:” For each forest that is a place of origin, indicate details of the materials listed under “Material name.” The following box are examples.

Material details	Species name	Percentage of raw materials
Veneer	Karamatsu (Larch)	60%
Veneer	Sugi (Cedar)	40%
	Recycled material	0%

- “Percentage in raw material” must add up to 100. If a number is entered in the space above the space for percentage of “Recycled material,” a new line is automatically added.
- See 3.2 below for finding averages of “Percentage of raw materials.”
- “Product place of origin:” Enter as much detail as possible about the source forest, such as country, prefecture/state/province and city. Examples: \_\_\_\_\_ Prefecture, Japan; Khabarovsk Krai, Russia; Kalimantan, Indonesia; etc. To prevent problems with the mathematical formula, do not enter anything if this is unknown.
- “Forest Management Unit:” Enter a name, etc. to indicate a unit on which the same management operations are practiced, such as owner name or stand name. The Origin Sheet will take this “Forest Management Unit” as its subject. To prevent problems with the mathematical formula, do not enter anything if this is unknown.
- “Origin Sheet No.:

### 3.2 Finding averages of “Percentage of raw materials”

In some cases, as with paper products and fiberboard, it may be possible to identify multiple forests from which raw materials were derived, but impossible to identify the source of any individual product except as “one of these forests.” In this case, one may evaluate the product by taking an average of the evaluations of all these forests. The method for getting an average for raw materials should preferably be as close as possible to the actual product composition, but the examples below are also possible.

- Average for the past year for individual products at individual mills (e.g., \_\_\_\_\_ paper, \_\_\_\_\_ mill, \_\_\_\_\_ coat).
- Average for the past year for individual product groups at individual mills (e.g., \_\_\_\_\_ paper, \_\_\_\_\_ mill, all coats).
- Average for the past year for individual products at individual enterprises (e.g., \_\_\_\_\_ paper, \_\_\_\_\_ coat).

Make your descriptions as accurate as possible, referring to the above examples, etc.

**Note: When you use an average, please remind that it is not necessarily the same as “actual” origin(s) of the product in question.**

## 4. Origin Sheet

The “Origin Sheet” is filled out for each forest identified in the “Origin List”. Enter information as based on supporting material.

### 4.1. How to fill in

- Enter the date filled in, the person entering and contact information.
- The place of origin and species names are transcribed from the “Origin List ” in the same file; do not change these.
- Under Question 1, there is a list of materials that qualify as “forest certified,” “plantation,” “natural forest”, “Logging permit,” “Approved forest management plan”, “verification on legality approved by association based on green purchasing law” and “Materials that are exempted from legality verification under green purchasing law, e.g. thinned wood and wood residue from sawmills or plymills”. Put a check mark by those that apply or for which there are applicable documents.
- In cases where no certificate of legality is required under the Japanese government’s Green Purchasing Law, such as for virgin pulp made from recycled sources such as thinning or scrap, etc. from plywood and lumber mills, or in cases where the material is virgin even if it is fiberboard, the information will be confirmed following this checklist. However, in light of the fact that at this time a certificate of legality is not required under the Japanese government’s Green Purchasing Law, for the time being, even if there are no supporting documents, etc., it is possible to put a check mark in the space indicating “Certificate of legality under Green Purchasing Law.”
- Instructions for answering Question 2 are appended 4.2 below.
- For Question 3, enter the forest-related, environmental and social laws relating to this forest. If unknown, do not enter anything. In particular, in cases where confirming “legality” by some method other than third-party certification (such as forest certification), be sure to enter the names of laws being complied with. Refer to the web site of WWF Japan, which contains lists of laws, etc. for a number of countries. <http://www.wwf.or.jp/rpc/e/>

### 4.2 How to reply to Question 2 (General)

- Question 2 checks each of the 12 standards as they relate to management operations information other than what was answered in Question 1. For each standard, select one answer and place a check mark by it based on the type of supporting material used to confirm the information.
- There are eight types of supporting material: “Forest certification with CoC”, “Forest certification without CoC”, “Third-party audit other than forest certification”, “Document-based confirmation”, “Onsite confirmation”, “Risk assessment”, “Written oath” and “Procurement policy”.
- If there is more than one supporting material for some standard, select the one which will earn the greatest points (the one furthest to the left on the sheet).
- It must be possible to acquire the materials providing grounds for the answer. Whether it is acquired from a supplier or is the company’s own material, be aware that it is necessary for the person answering the Origin Sheet to acquire it. Copies, etc. are acceptable.
- If one supporting material provides grounds for answers to multiple items (e.g., it is decided that

compliance with some law applies to compliance on multiple items), make sure the person answering the sheet knows for which items the material provides grounds.

**Cases where the information providing grounds for answer is “Forest certification with CoC,” “Third-party audit other than forest certification,” “Written oath” or “Procurement policy”**

Check only for the content guaranteed by each grounds. For example, if one acquires a Written oath that “We do not use wood derived from high conservation value forests (environmental or social aspects),” it is allowed to place a check mark in the “Written oath” space for Std. 2.2 and Std. 3.4.

**4.2.2 Cases where the information providing grounds for answer is “Forest certification without CoC,” “Document-based confirmation,” “Onsite confirmation” or “Risk assessment”**

○Forest certification without CoC

- Only the following cases are regarded as “Forest certification without CoC (products).”
  - The product has a logo.
  - There is evidence (delivery statement, etc.) that the raw material or product is a forest-certified product.
  - The raw material or product can be traced back to the Forest Management Unit, and the certificate for that forest can be presented.
- Only in the above cases, place a check mark in the “Forest certification without CoC” box for the applicable certification system.

○Document-based confirmation

- Here, “document” refers to a document that is issued or written based on the law of the producing nation or state, such as a harvesting permit, management plan or environmental impact assessment. In some cases, documents of research institutes, NGOs, etc. can be used.
- When a document is used as grounds for confirmation, the person filling out the Origin Sheet must have the original or a copy of the document.
- First confirm which of the 12 standards are guaranteed by the various documents acquired, then put a check mark by each applicable item.
- Refer to the web site of WWF Japan, which contains lists of documents, etc. for a number of countries. <http://www.wwf.or.jp/rpc/e/>

○Onsite confirmation

- Here, “onsite confirmation” means that an organization concerned with either the production, distribution or sale of the product in question directly visits, for example, a forest where harvesting is taking place and confirms the situation there.
- If placing a check mark by “onsite confirmation,” the person filling out the Origin Sheet must have documents confirming the factuality of the visit to the site, such as a visitation report.
- First confirm which of the 12 standards are guaranteed by the supplier interviews or onsite

confirmation of monitoring results, etc., then put a check mark by each applicable item.

○Risk assessment

- Here, “Risk assessment” means an evaluation based on information from the producing nation, the producer, etc. when information is not available on the management of the forest from which raw materials for the product in question are harvested.
- WWF Japan’s checklist at this time limits the entry of check marks as based on “Risk assessment;” Be aware that this answer cannot be entered based on your own Risk assessment.
- In the case of checks performed by the nation of origin, a check mark can be placed in the Risk assessment box for Std. 1.1 if procuring materials from the US, Canada, EU member nations, South Africa, Australia, New Zealand, Japan or Malaysia.

#### **4.3 Cautions concerning individual standards**

##### Std. 1.2 Forest-related laws

The forest-related laws referred to herein include any law relating to management operations and administration under other than Std. 1.1. Always be sure to confirm payment of legally stipulated fees, royalties, taxes and other costs.

##### Std. 1.3 Sustainability of economic

A check mark can be placed by document-based confirmation in the case, for example, of documents indicating the following.

- Annual budget of Forest Management Unit (FMU)
- Validity of forest inventory and harvest volumes
- Basic management operations policy/plan, management plans, results, etc.

##### Std. 2.1 Environmental Laws

Environmental laws referred to include the Natural Environment Protection Law, Natural Park Law, Wildlife Protection and Hunting Law, Law for the Conservation of Endangered Species of Wild Fauna and Flora, and Fertilizer Control Law.

##### Std. 2.2 High Conservation Value Forest (environmental aspects)

High conservation value forests (environmental aspects) are defined as those which meet one or more of the following criteria.

- Forest areas containing globally, regionally or nationally significant concentrations of biodiversity values (e.g. endemism, endangered species, refugia).
- Globally, regionally or nationally significant large landscape-level forest areas where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.
- Forest areas that are in or contain rare, threatened or endangered ecosystems.
- Forest areas that provide basic ecosystem services in critical situations (e.g. watershed protection, erosion control).

In the case of document-based confirmation or onsite confirmation, documents are required that verify that high biological and environmental conservation values are not imperiled by forest management in the harvested area, and which indicate the manager has consulted with an NGO or other stakeholder to confirm assessment results; also required are documents indicating that the manager has consulted with representatives and members of the local community and native people living on or near the harvested area to confirm assessment results.

#### Std.2.3 Environmentally conscious forest management

For this item, the following points are to be confirmed. Use as reference if confirming with other than a forest certification system. If conducting a document-based confirmation, the spaces checked will differ based on whether four or more of the items below are confirmed or three or fewer.

(1) Safeguards which protect rare, threatened and endangered species and their habitats in harvested areas, (2) Establishment of conservation zones and protection areas, (3) Control of inappropriate hunting, fishing, trapping and collecting (4) Maintaining intact, enhancing, or restoring ecological functions and values, (5) Protection and recording on maps of landscape, (6) control of erosion, and minimization of damage during road construction and all other mechanical disturbances, (7) Written guidelines for protection of water resources, (8) Proper control and use of chemicals, (9) Disposal of chemicals, containers, liquid and solid non-organic wastes including fuel and oil in an environmentally appropriate manner at off-site locations, (10) Documented procedure of use of biological control agents, (11) Evidence of control and monitoring of use of exotic species

#### Std. 2.4 Conversion of natural forests to plantation or other use

If the material comes from natural forest, confirm that forests in the source area have not been converted to other uses, such as agriculture. If the material comes from plantation forest, confirm that this was not a natural forest that had been converted to plantation forest since November 1994.

#### Std. 2.5 Genetically Modified Tree Species

Confirm that material is not from genetically modified trees. This item does not apply in the case of natural forest.

#### Std. 3.1 Social Laws

For social laws, all laws and rules relating to the health and safety of workers and their families must be obeyed. The right of workers to form labor unions and to hold voluntary negotiations with their employers must be guaranteed as outlined in ILO Conventions 87 and 98.

#### Std. 3.2 Traditional/Civil rights

Confirm the following documents.

- Documents, including maps, identifying all local communities and living areas of indigenous peoples in the source area forest and vicinity
- Documents indicating traditional rights of the local community and indigenous peoples
- Documents relating to consultations held with local communities and groups of indigenous people concerning their traditional rights

- Documents indicating processes for resolving disputes in the forest in question, and documents showing that these processes are supported by a wide range of groups and clearly describing the agreed provisional dispute resolution methods

#### Std. 3.3 Communities and workers

Confirm the following points.

- The communities within, or adjacent to, the forest management area are given opportunities for employment, training, and other services.
- Management planning and operations incorporate the results of evaluations of social impact.
- Consultations are maintained with people and groups directly affected by management operations.
- Appropriate mechanisms are employed for resolving grievances and for providing fair compensation in the case of loss or damage affecting the legal or customary rights, property, resources, or livelihoods of local peoples. Measures are taken to avoid such loss or damage.

#### Std. 3.4 High Conservation Value Forest (social aspects)

A high conservation value forest (social aspects) is defined as a forest that satisfies one or both of the following.

- Forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health).
- Forest areas critical to local communities' traditional cultural identity