

## Publicly Available Information for Organizations Certified to the FSC Controlled Wood Standard (FSC-STD-40-005)<sup>1</sup>

Organization Name	Universal Veneer Sales Corporation
FSC COC Certificate Number	SCS-COC-003317

### 1. Procedure for Filing Complaints

Name of Authorized Representative / Position Responsible	Andy Mathias
Contact Detail (Contact information for person or position responsible for addressing complaints)	1776 Tamarack Road  Newark, OH 43055  740-522-2000  andy@universalveneer.com
Procedure for filing complaints	<p><b>Note: The complaint procedure shall indicate the <u>timelines</u> and <u>processing steps</u> when a complaint is received. For further details on complaints procedure, see section 7 in FSC-STD-40-005</b></p> <p>Complaints can be made in writing, via email, or verbally to UVSC FSC Administrator, Andy Mathias.</p> <p>UVSC will:</p> <ol style="list-style-type: none"><li>1. Acknowledge receipt of the complaint to the complainant within two weeks of receiving the complaint.</li><li>2. Investigate the complaint and specify its proposed actions in response to the complaint within three months. If more time is needed to complete the investigation, UVSC will notify both the complainant and the certification body.</li></ol>

<sup>1</sup> This document is meant as guidance only, utilization of templates and guidance documents is no guarantee of conformity with FSC requirements. It is your organization's responsibility to conform to relevant FSC requirements.

	<ol style="list-style-type: none"> <li>Take appropriate actions with respect to complaints and any deficiencies found in process that affect conformity to the certification requirements.</li> <li>Notify the complainant and UVSC's certification body when the complaint is considered to be successfully addressed and closed.</li> </ol> <p>UVSC will notify the certifying body Scientific Certification Systems (SCS) of said complaint. UVSC will be required to furnish SCS the documentation for the complaint and the corresponding documents supporting the UVSC investigation.</p>
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## 2. Summary of Organization's Due Diligence System

Information regarding an organization's due diligence system must be made publically available. This publically available information may be provided within this summary document, or as separate documentation. Please selection an option below.

☐ **DDS Summary is provided in a separate Annex. Provide name of document or summary location:**

(e.g. <http://www.xxcompany.com/dds> or Annex XXX., written summary of DDS XXX)

☒ **DDS summary is provided in this document. Complete sections 3 through 8.**

## 3. Description of the Supply Area(s) and Respective Risk Designation(s)

Description of Supply Area	CW Category	Risk Designation	Type of Risk Assessment	Reference of Risk Assessment
Iowa, Indiana, Maine, Michigan, Minnesota, New York, Wisconsin	Category 1	Low Risk	<input checked="" type="checkbox"/> FSC risk assessment	FSC-NRA-US V1-0
	Category 2	Low Risk		
	Category 3	Low Risk		
	Category 4	Low Risk		
	Category 5	Low Risk		

			<input type="checkbox"/> Extended Company Risk Assessment <sup>2</sup>	
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Description of Supply Area	CW Category	Risk Designation	Type of Risk Assessment	Reference of Risk Assessment
Illinois, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, West Virginia	Category 1	Low Risk	<input checked="" type="checkbox"/> FSC risk assessment <input type="checkbox"/> Extended Company Risk Assessment	FSC-NRA-US V1-0
	Category 2	Low Risk		
	Category 3	Specified Risk		
	Category 4	Low Risk		
	Category 5	Low Risk		

Description of Supply Area	CW Category	Risk Designation	Type of Risk Assessment	Reference of Risk Assessment
North Carolina, South Carolina, Virginia	Category 1	Low Risk	<input checked="" type="checkbox"/> FSC risk assessment <input type="checkbox"/> Extended Company Risk Assessment	FSC-NRA-US V1-0
	Category 2	Low Risk		
	Category 3	Specified Risk		
	Category 4	Specified Risk		
	Category 5	Low Risk		

Description of Supply Area	CW Category	Risk Designation	Type of Risk Assessment	Reference of Risk Assessment
Delaware	Category 1	Low Risk	<input checked="" type="checkbox"/> FSC risk assessment <input type="checkbox"/> Extended Company Risk Assessment	FSC-NRA-US V1-0
	Category 2	Low Risk		
	Category 3	Low Risk		
	Category 4	Specified Risk		
	Category 5	Low Risk		

**NOTE:**

- The description of the supply area should allow the identification of the area with a homogeneous risk designation in the applicable risk assessment for each controlled wood category.
- The risk designation provided in the table is the designation provided by the risk assessment PRIOR to the application of control measures.

Please copy and paste tables to insert more source area(s) as needed.

<sup>2</sup> If an organization is using an Extended Company Risk Assessment, the ECRA must also be submitted with this public summary.

#### 4. Description of the Supply Chain Risk Assessment and Respective Risk Designation(s)

Supply chain sourcing area / Supply chain actor	Description of Risk Assessment (risk of mixing material with non-eligible inputs in the supply chain/s during transport, processing, and storage)	Risk Level (Low/Specified)
Iowa, Indiana, Maine, Michigan, Minnesota, New York, Wisconsin, Illinois, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, West Virginia, North Carolina, South Carolina, Virginia, Delaware	UVSC has the ability to separate all material that is purchased, thereby <u>no</u> risk of mixing different products, certified and not. Staff members at UVSC will inform Log yard employees of any exceptions that occur in the delivery of raw timber products that are not acceptable for the controlled wood program via the DDS. There is 'NO' of mixing certified products with unacceptable products.  This applies to all of the supply chain sourcing areas.	Low Risk

#### 5. Control Measures Implemented by the Organization

☐ **Not Applicable - All risk designations from the supply area risk assessments and supply chain risk assessments are low risk. *Skip to section 6.***

Sourcing Area/Supply chain area	Indicator with specified risk	Description of Control measure
Iowa, Indiana, Maine, Michigan, Minnesota, New York, Wisconsin	n/a	Supply Areas Deemed 'Low Risk' by the FSC-NRA-US V1-0

Sourcing Area	Indicator with specified risk	Description of Control measure
Illinois, Kentucky, Maryland, Ohio,	3.1, 3.3	3.1.a.ii Reviewed the July 19, 2018 Controlled Wood Regional Meeting Reports for the Appalachian and Southeastern supply area.

Pennsylvania, Tennessee, West Virginia		3.1 b., 3.3 Educational materials or coordination with a local conservation organization, as determined by the specified risk area. The intent is that education and outreach-related actions result in changes to on-the-ground forest management activities that improve restoration or maintenance of forested areas to benefit species or habitats of concern.
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Sourcing Area/Supply chain area	Indicator with specified risk	Description of Control measure
North Carolina, South Carolina, Virginia	3.1, 3.3, 4.1	<p>3.1.a.ii Reviewed the July 19, 2018 Controlled Wood Regional Meeting Reports for the Appalachian and Southeastern supply area.</p> <p>3.1.b., 3.3 Educational materials and coordination with a local conservation organization, as determined by the specified risk area. The intent is that education and outreach-related actions result in changes to on-the-ground forest management activities that improve restoration or maintenance of forested areas to benefit species or habitats of concern.</p> <p>4.2.a. Reviewed the July 31, 2018 Controlled Wood Regional Meeting Reports for the Southeast and Mississippi Alluvial supply area. Will attend all future required FSC-US mitigation meetings when they occur.</p> <p>4.2.b. Educational materials, and landowner outreach or coordination with a local conservation organization, as determined by the specified risk area.</p> <p>UVSC Logbuyers have been instructed to AVOID counties at risk of conversion.</p>

Sourcing Area/Supply chain area	Indicator with specified risk	Description of Control measure
Delaware	4.1	4.2.a. Reviewed the July 31, 2018 Controlled Wood Regional Meeting Reports for the Southeast and Mississippi Alluvial supply area. Will attend all future required FSC-US mitigation meetings when they occur.

		<p>4.2.b. Educational materials, and landowner outreach or coordination with a local conservation organization, as determined by the specified risk area.</p> <p>UVSC Logbuyers have been instructed to AVOID counties at risk of conversion.</p>
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**Note:** Please copy and paste additional tables as needed.

## 6. Stakeholder Consultation Summary

**☒ Not Applicable - The organization did not engage in a formal stakeholder consultation process. *Skip to section 7.***

The areas for which the stakeholder consultation has been conducted (e.g. geo-reference data, state, province, supply unit)	(e.g. geo-reference data, state, province, supply unit)
Stakeholder engagement date(s):	
Means of Contact, please check all that apply	
<input type="checkbox"/> Face to face meetings <input type="checkbox"/> Personal contacts by phone <input type="checkbox"/> Email, or letter <input type="checkbox"/> Notice published in the national and/or local press	<input type="checkbox"/> Notice published on relevant websites <input type="checkbox"/> Local radio announcements <input type="checkbox"/> Local customary notice boards <input type="checkbox"/> Social media broadcast
List of the stakeholder groups invited by the organization to participate in the consultation, please check all that apply	
<input type="checkbox"/> Economic interests <input type="checkbox"/> Social interests <input type="checkbox"/> Environmental interests <input type="checkbox"/> FSC-accredited certification bodies active in the country <input type="checkbox"/> National and state forest agencies	<input type="checkbox"/> Experts with expertise in controlled wood categories <input type="checkbox"/> Research institutions and universities <input type="checkbox"/> FSC regional offices, FSC network partners, registered standard development groups and NRA working groups in the region
Summary of the stakeholder comments received and considerations	

Stakeholder comment	
Consideration	
Stakeholder comment	
Consideration	
The organization's justification for concluding that the material sourced from these areas can be used as controlled material or sold with the FSC Controlled Wood claim	
Note: Comments shall only be published with prior consent from the consulted stakeholder and not associated with stakeholder's personal identifiable information.	

## 7. Expert Engagement Summary

☒ **Not Applicable** - The organization did not engage experts in the development of control measures. *Skip to section 8.*

Expert A	
Qualification	
Scope of Service	

Expert B	
Qualification	
Scope of Service	

**NOTE:** For individual experts this includes the experts' qualifications and the scope of their services. The personal identifiable information such as names of experts, their license/registration numbers (if applicable) shall only be included with given consent from experts. For publicly available expertise, the specific sources of information shall be cited.  
**Note:** Please copy and paste additional tables as needed.

## 8. Field Verification Summary

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☒ **Not Applicable - The organization did not conduct field verification as a control measure.**

Findings from field verification	
Steps taken by the organization to address identified non-conformities	

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Steps taken by the organization to address identified non-conformities	

Note: Please copy and paste additional tables as needed.

The confidential nature of the information may be determined by the legislation that the organization must comply with. Commercially sensitive information, and the names of individual landholders, shall be treated as confidential information.	
<input type="checkbox"/> <b>Not Applicable - The organization has not excluded confidential information.</b>	
The organization's justification for the exclusion of confidential information.	