

Publicly Available Information for Organizations Certified to the FSC Controlled Wood Standard (FSC-STD-40-005)¹

Organization Name	Hedstom Lumber Company Inc.
FSC COC Certificate Number	SCS-COC-003302

1. Procedure for Filing Complaints

Name of Authorized Representative / Position Responsible	Jeff Johanns
Contact Detail (Contact information for person or position responsible for addressing complaints)	1504 Gunflint Trail Grand Marais, MN 55604 218-877-7034 Jeff@hedstromlumber.com
Procedure for filing complaints	<p>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</p> <p>Comments or complaints may be submitted by mail or email to the contact listed above.</p> <ol style="list-style-type: none"> 1. The receipt of all complaints will be acknowledged. 2. Stakeholders will be informed of the complaint procedure and an initial response will be sent to the complainant within two weeks. 3. Complaints related to risk designations will be forwarded to the responsible body indicated in appropriate NRA. 4. Upon receipt of a complaint a preliminary assessment will be conducted to determine whether or not the evidence provided is substantial. This will be done by determining if the evidence provided shows a risk of using material from an unacceptable source. 5. A dialog with complainants will be started to solve complaints deemed substantial before further actions are taken.

¹ 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"> 6. Complaints deemed substantial will be forwarded to the certification body and the relevant FSC National Office for the supply area within two weeks of receipt of complaint. Information on steps to be taken to resolve the complaint and how a precautionary approach will be used will be included. 7. A precautionary approach will be used in regards to sourcing the relevant material while a complaint is pending. 8. A verification process (field verification and/or desk verification) will be implemented for a complaint assessed to be substantial within two months of receipt of complaint. 9. In the case the complaint is verified as substantial, a corrective action and a means of enforcement will be mandated upon suppliers. If a corrective action can't be determined and/or enforced, the relevant material and/or supplier will be excluded from purchase. 10. All corrective actions and enforcement will be verified for effectiveness. 11. No purchases of the material or from the supplier in question will be made if no corrective action is taken. 12. The complainant, certification body, and the relevant FSC National Office will be informed of the results of the complaint and any actions taken towards its resolution. 13. All relevant information, actions taken, and records of correspondence will be maintained by Hedstrom Lumber Company. 	
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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
Northern Minnesota, Northern Wisconsin, USA	Category 1	Low Risk	<input checked="" type="checkbox"/> FSC risk assessment <input type="checkbox"/> Extended Company Risk Assessment ²	FSC-NRA-USA-V1-0
	Category 2	Low Risk		
	Category 3	Low Risk		
	Category 4	Low 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.

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)
Northern Minnesota, Northern Wisconsin, USA	Low risk of mixing non-eligible inputs. Supply area is designated as low risk	Low Risk
		Choose an item.
		Choose an item.

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

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	Indicator with specified risk	Description of Control measure

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"/> Experts with expertise in controlled wood categories <input type="checkbox"/> Research institutions and universities

<input type="checkbox"/> FSC-accredited certification bodies active in the country <input type="checkbox"/> National and state forest agencies	<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	
<p>Note: Comments shall only be published with prior consent from the consulted stakeholder and not associated with stakeholder's personal identifiable information.</p>	

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

☒ **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	

Findings from field verification	
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 checked="" type="checkbox"/> Not Applicable - The organization has not excluded confidential information.	
The organization's justification for the exclusion of confidential information.	