**LegalHarvest Verification**

**Chain of Custody Application for Non-Forest Managers**

The information provided in this Application will help SCS to determine eligibility and scope of service.  No charges will be incurred or work conducted until a Work Order is executed.

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| **Section 1: Company /Organization Information** |
| **1. COMPANY INFORMATION** |
| **Company Name** (as it would appear on a contract)**:**       |
| **Street:**       |
| **City:**       | **State/Province:**       | **Postal Code:**       |
| **Country:**       |
| **Main Phone:**       | **Website:**       |
| **Brief Company Description:**      |
| **2. PRIMARY CONTACT PERSON** |
| **First Name:**       | **Last Name:**       | **Title:**       |
| **Direct Phone:**       | **Email:**       |
| **3. Company affiliations with other legal entities** *(parent co, subsidiaries)* |
| **Company Name:**       | **Corporate Relationship:**       |
| **Has the company worked with SCS previously?**  [ ]  **Yes** **[ ]  No****Which service, or services, did you use?**      |
| **4. COMPANY LEGAL STATUS** *(e.g. INC., LLC., GMBH, LTD., NGO)* |
| **What is the legal status of your company?**       |
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| Section 2: Certification Information |
| **TYPES OF SERVICES REQUIRED** |
| [ ]  | **FSC: Forest Stewardship Council** | [ ]  | **LHV: Legal Harvest Verification** |
| [ ]  | **SFI: Sustainable Forestry Initiative**  **(offered with FSC COC only)** | [ ]  | **PEFC: Programme for the Endorsement of Forest****Certification** |
|  |
| Section 3: Site Information |
| **BUSSINES CATEGORY (**Please check all that apply) |
| Trader | Manufacturer |
| [ ]  | **Broker** *(does not take physical possession of product)* | [ ]  | **Primary manufacturer**  *(uses round wood (logs) as input)* |
| [ ]  | **Wholesaler** *(takes physical possession of product)* | [ ]  | **Secondary manufacturer**  *(all other manufacturing)* |
| [ ]  | **Retailer** *(sale of finished goods)* | [ ]  | **Headquarters/ Administration** *(central office of an organization with multiple sites)* |
| [ ]  | **Group Administrator** *(Membership-based entity that oversees individual members)* |  |
| **Please list all certifications and the scope of such certifications maintained by the organization** (e.g., FSC Chain of Custody, PEFC, ISO 9001, ISO 14001, etc.)     [ ] N/A – Not Applicable |
| **Does your organization have a preferred supplier program and/or responsible purchasing policy that requires all wood purchases to come from legal sources?**[ ]  **No** [ ]  **Yes,** Please attach a copy of your program/policy or provide a URL/web address if it is online |
| **This application is for ALL** **[ ]  or SOME** **[ ]  of the wood products your company produces.** If some, please explain which products are under the scope of the audit, and how these products will be kept separate:      |
| **Are there additional sites (other than the address listed above) to be included in the scope of the audit?** [ ]  **No** – please skip to next questions[ ]  **Yes** – please fill out the table below to include additional sites within the scope.**A company with multiple locations to be included on one certificate has two options for management:**1. The company may allow each site to manage its own certification/legality program – SCS will conduct audits of all participating sites;
2. The company may manage the program through a multi-site or group administrator. This administrator must implement a set of internal procedures that includes annual internal audits of a sample of participating sites/members, which will allow SCS to conduct audits of a *sample* of participating sites.

[ ]  **Each site will administer its own program** [ ]  **Not sure**[ ]  **Sites managed through a group/central office administrator**  |
| **COMPANY OWNED OR MANAGED SITES INCLUDED IN THE VERIFICATION SCOPE (***add additional lines as needed)* |
| **Facility name** | **Contact person** | **Address** | **Facility type** *(sawmill, molding facility, veneer factory, etc.)* | **Annual production volume** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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| **Section 4: Supplier and Source Information**  |
| **How many suppliers of wood and/or wood fiber does your organization have?****\*\*Note\*\* If your organization is sourcing directly from a forest management unit, or if a forest management unit is included in the scope of your audit (supply chain clients) please complete the SCS LegalHarvest Application for the Assessment of Forests.** |
| **Please list the following information on your Organization’s suppliers of timber/wood products****\*Type: F = Forest; M = Manufacturer; D = Distributor (Wholesale - Stocking); S = Broker/Sales Office (Non-Stocking)** |
| **#** | **Name of Supplier** | **Contact Person** | **Email/phone** | **Address** | **Type of company\***(F/M/D/S) | **Product supplied** *(logs, sawn timber, plywood, solid flooring, etc.)* | **Species supplied** | **Verification/certification code** (if any) |
| **1** |       |       |       |       |       |       |       |       |
| **2** |       |       |       |       |       |       |       |       |
| **3** |       |       |       |       |       |       |       |       |
| **4** |       |       |       |       |       |       |       |       |
| **5** |       |       |       |       |       |       |       |       |
| **6** |       |       |       |       |       |       |       |       |
| **7** |       |       |       |       |       |       |       |       |
| **8** |       |       |       |       |       |       |       |       |
| **9** |       |       |       |       |       |       |       |       |
| **10** |       |       |       |       |       |       |       |       |
| **11** |       |       |       |       |       |       |       |       |
| **12** |       |       |       |       |       |       |       |       |
| **13** |       |       |       |       |       |       |       |       |
| **14** |       |       |       |       |       |       |       |       |
| **15** |       |       |       |       |       |       |       |       |

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| Section 5: Supply Chain (use additional page as needed) |
| **Please provide a diagram of the organization’s relationship with other members in their product supply chain. Each stage of ownership back to all forests of origin within the scope should be included** *(names of suppliers and types of businesses should be included, e.g. Forest, Log Broker, Primary Sawmill, Secondary Planning Mill, Exporter, etc.)*      |
|  |
| Section 6: Additional Standards and Certifications |
| 1. FOR FSC, CONTROLLED WOOD CERTIFICATION (FSC-STD-40-005)
 |
| **Will the company seek "Controlled Wood" certification at the time of the initial evaluation? If yes, please indicate your current level of preparedness.**      |
| 1. OTHER ENVIRONMENTAL CLAIMS
 |
| **Are there other environmental claims your company may wish to have certified?**       |
|  [ ]  | **Recycled Material Content** |  [ ]  | **Environmental Product Declarations**  |
|  [ ]  | **Indoor Air Quality** (IAQ) |  [ ]  | **Legal Harvest/EUTR/Lacey Act Compliance** |
|  [ ]  | **Forest Management** |  [ ]  | **Other:**       |
|  |
| Section 7: Additional Information |
| **Desired date / time frame of certification:**       |
| **Has your company previously held a Chain of Custody Certificate?** [ ]  **Yes** [ ]   **No****If your company previously held a Chain of Custody Certificate, what was the name of the certification body? What was the certificate code*?***      |
| **If there companies in your supply chain that may want to obtain certification, Please list company names here:**      |
|  |
| General Information |
| **1.** **What factors contributed to your interest in SCS Global Services?** |
| [ ]  | **Compliance** | [ ]  | **Strategy** |
| [ ]  | **Customer Interest** | [ ]  | **Buyer Requirement** |
| [ ]  | **Supplier Programs** | [ ]  | **Other** |
| **2.**  **Would you like information on any of our other services?** |
| [ ]  | **Climate** (*Carbon Offset, Carbon Footprint, etc.)* | [ ]  | **Responsible Forestry** (*FSC, PEFC, Chain of Custody, Timber Legality, etc.)* |
| [ ]  | **Environmental Claims***(Product Certification, Life Cycle Assessment, etc.)* | [ ]  | **Sustainable Seafood** *(MSC, ASC, Chain of Custody, Seafood Safety, etc.)* |
| [ ]  | **Food and Agriculture** *(Safety, Testing, Sustainability, etc.)* | [ ]  | **Sustainability Services** *(Consulting, Supply Chain, Sustainability Metrics, etc.)* |
| **3. How did you learn about SCS Global Services? Who referred you to SCS Global Services?**       |
|  |
| Affirmation |
| I affirm that the information provided herein is true and correct to the best of my knowledge, and that I am duly authorized to sign this application. Should our company decide to pursue certification, I agree to supply any information that is deemed necessary for the audit of the operation and/or products to be certified. |
| **Print Name:**       |
| **Title:**       |
| **Signature** (*electronic or typed accepted*):       |
| **Date:**       |

Please save this application and email to:

**Adam Wiskind** — Program Director, Chain of Custody

2000 Powell Street, Suite 600 Emeryville, CA 94608

awiskind@scsglobalservices.com

Phone: 510-452-6391 | Fax: 510-452-6882

We will be in touch as soon as possible.

**Thank you for choosing SCS.**