

Certification Manual

Roundtable for Sustainable Biomaterials (RSB)



SCSglobal
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Thank you for your interest in Scientific Certification Systems' Responsible Biofuels certification service. SCS and The Roundtable for Sustainable Biomaterials (RSB) provide unparalleled credibility in assessing and certifying only the best socially and environmentally responsible bio-based fuels on the market. Biomass and biofuel producers who want to go beyond the minimum level of compliance (e.g. *EU Renewable Energy Directive*), differentiate their product, and stay above the fray will choose RSB Certification by SCS. SCS has competitive rates, attentive service, and value for your money. We have a dedicated team of professionals ready to assist you with all your biofuel certification needs.

RSB Standards are available for download on the SCS website (www.SCSglobalServices.com) and directly from RSB (<http://rsb.epfl.ch/page-24929-en.html> and <http://rsb.epfl.ch/page-24930-en.html>).

Steps to Becoming RSB Certified

Step 1: Apply for RSB Certification

Your application must be submitted to *RSB Services* and include a *Self-Risk Assessment*, which determines the your risk class, as well as a *Self-Evaluation* against the *RSB Principles & Criteria* which describes your degree of compliance with the standard. Both the *Self-Risk Assessment* and the *Self-Evaluation* are RSB templates and shall be completed through the [RSB Tool](#). Upon approval of the application by *RSB Services*, SCS may receive your application for conducting a certification assessment against the RSB standards.

Optional Step: SCS Pre-Assessment

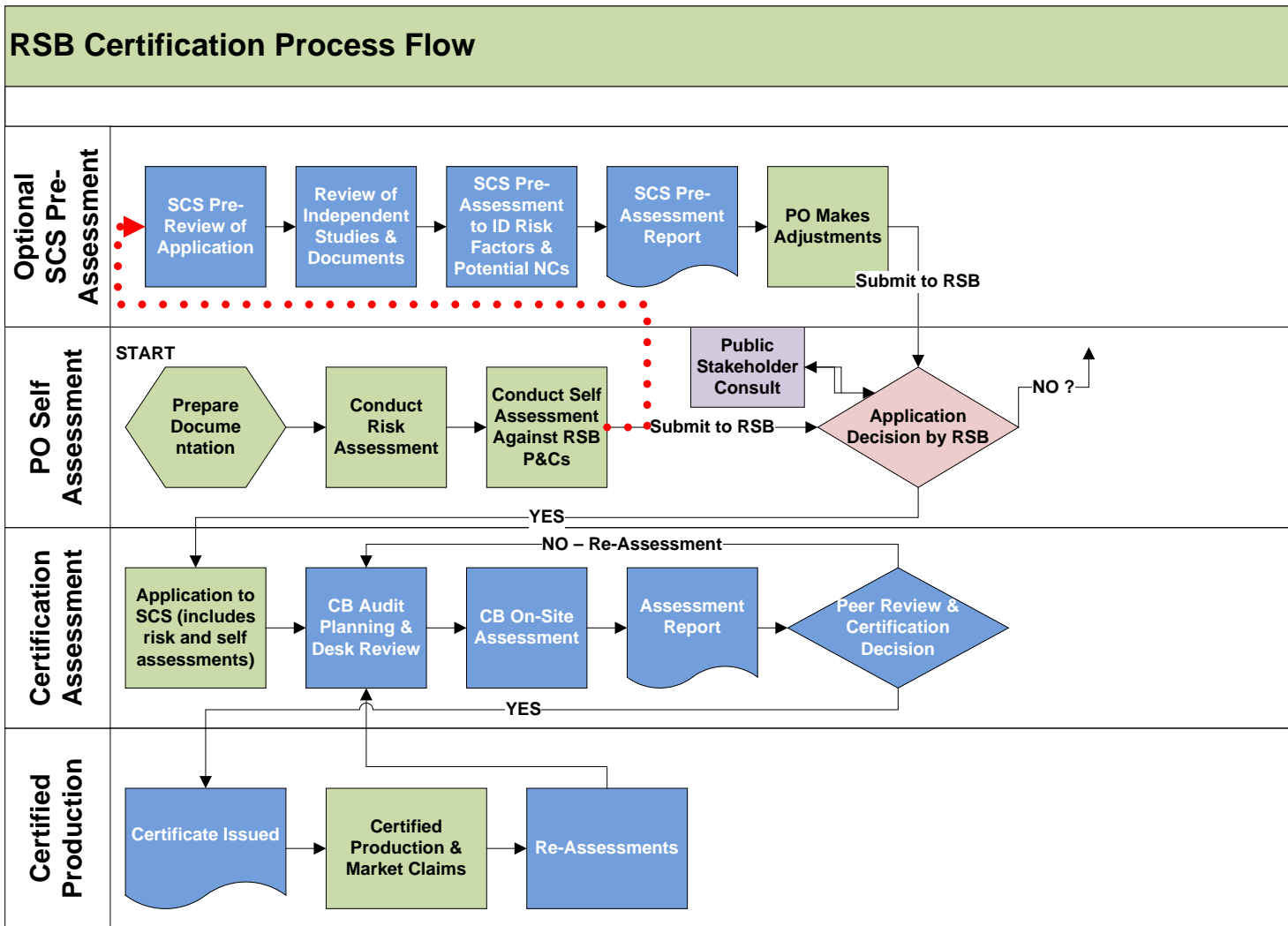
After you complete the application through the [RSB Tool](#) but prior to submission to *RSB Services*, SCS can provide a review of the application, including project details, to identify factors leading to increases in risk class and potential non-compliances with the *RSB Principles & Criteria*. SCS will review your application, *Self-Risk Assessment* and *Self-Evaluation* along with any specialists' reports to identify gaps. All key factors leading to increased risk along with any potential noncompliance will be delivered in a Pre-assessment Report. You can use this report can to make any necessary adjustments or corrective actions prior to submitting the final application to *RSB Services*. An SCS Pre-Assessment will provide the information you need to reduce the time and cost involved with certification.

Step 2: SCS Certification Assessment

Once SCS have received signed Application and *SCS Services Agreement*, SCS will assign an auditor who will conduct a desk audit using the *Self-Evaluation* and other documents submitted to SCS. SCS will then schedule onsite visits and conduct a field audit against the applicable RSB standards of each facility included in the scope of your application. SCS will notify you of the facilities and processes we require access to prior to coming on-site to minimize operational disruption. Upon successful completion of the audits, SCS will issue a certificate of compliance. If the audits are unsuccessful, you will need to implement corrective measures and schedule a re-assessment with SCS.

Step 3: Licensing and certification

SCS will notify *RSB Services* with a recommendation for your licensure and certification. At this time *RSB Services* will activate your license and list you on its web site. Both SCS and RSB will work with you on press releases and other forms of publicizing your achievement.



Fees: Fees for SCS Pre-Assessments and Certification Assessments depend on the scope of work, including but not limited to the types of operations involved (e.g. feedstock production, biomass processing, biofuel processing, biofuel blending, etc.), the number of sites, facilities and processes, and the overall risk class determined by the *Risk Assessment*. SCS uses a global network of auditors to minimize travel; however, any travel expenses incurred by the assessment team are billed at cost and in addition to assessment fees.

For more information about the certification process, or if you have any other questions, please contact us.

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Key Terms

Certification Assessment: The process of determining whether a client complies with the requirements of a Standard. SCS Auditors conduct desk reviews of documents and onsite inspections of operational sites against the RSB Standards and complete a report based on their findings. Expert SCS staff will review the audit reports, checklists and evidence and make a determination of compliance.

EU Renewable Energy Directive (RED): Directive 2009/28/EC of the European Parliament which lays out mandatory production criteria for *biofuels/bioliquids* used to achieve EU renewable fuel targets. These minimum criteria must be met and verified through an EU approved certification system.

Participating Operator (PO): A legal entity or group of related entities producing, converting, processing, blending, trading, using or otherwise handling biomass and/or biofuels and participating in the RSB certification system. The PO is responsible for the implementation of the requirements of the RSB principles & criteria, the RSB standards and the RSB certification systems.

Pre-Assessment: Optional preliminary evaluation of risk and compliance with the standard to identify leading risk factors and potential gaps in compliance. The Pre-Assessment is meant to be used as a tool to better prepare your project or operations for compliance to the RSB Standards, but is in no way a guarantee of a positive certification decision.

RSB Principles & Criteria: RSB's primary standard which lays out the general intent (Principle) and more specific measures (Criteria) of performance by which participating operators must be evaluated to become RSB certified.

RSB Services: RSB Services is an independent entity created by the Roundtable on Sustainable Biofuels in order to enroll farmers and companies to become Participating Operators in the RSB Standard system.

RSB Tool: A secure, online questionnaire that compiles and stores the required application information for becoming a registered *Participating Operator*. The tool calculates your risk class and allows you to conduct the self-evaluation against the RSB standards. The tool will also calculate the GHG emissions of your operations (Note that the GHG calculator is still under development).

Self-Evaluation: evaluation for compliance with the RSB principles and criteria, RSB standards and the RSB certification systems conducted by the participating operator of its own operation(s) as defined in its own certification scope. This is primarily conducted through the *RSB Tool*.

Self-Risk Assessment: is the process of self-assessing the *risk* to the comprehensive, consistent and transparent implementation of the RSB principles and criteria and *RSB standards associated* with an operation. *Risk assessment* includes risk identification and risk evaluation. This is primarily conducted through the *RSB Tool*.