

Recycled Content Pre-Proposal Client Form

Company Details

Name of Key Contact:

Role of Key Contact:

Contact Phone:

Contact email:

Legal Entity Name:

Legal Entity Address:

Date:

Certification Mark:

Please select if a Sustainability Certification Mark is required for this project.

Yes No



Product Information

Please provide the product(s) to be assessed along with its manufacturing location, and number of suppliers. Each grade or product to be assessed should be listed. This is very general information regarding the product which will help Intertek to correctly estimate the fees and the project timing for the scope of work to be conducted, below is an example

Name of Product	Type of Polymer	RC Suppliers	RC Supplier Locations	Manufacturing Locations
ABC	PP, PET, etc.	ABC	XYZ, US	XYZ, US

Please return the completed form via email to sabrina.cescolini@intertek.com.





Sample Request for Information

The following section outlines the initial request for information to demonstrate the data that Intertek will require from the client in order to verify the recycled content and issue a certification mark. All the information is required for 1 complete year (*i.e.* January to December) or for the financial year followed by the client.

A. Information Required for Calculation

1. Provide us the total amount of product/ material produced in a year.
2. Raw Material supplier information

Please provide the raw material supplier details along with the annual dry weight of each raw material shipped to the manufacturer. Please also include the units (lbs, kg, etc.)

Raw Material Supplier	Annual Weight Virgin Material	Annual Weight Post-consumer recycled content material	Annual Weight Pre-consumer recycled content material

B. Documentation to Support Claim

Please provide documentation as noted below and send to Intertek.

1. A process diagram of the manufacturing process and chain of custody, describing all inputs of materials, all internal material flows (e.g., reuse or recycling of scrap), and all material outputs (including, but not limited to, finished products, intermediary products, and waste).
2. The record of origin for all input materials in the finished product*.
3. A written procedure that tracks separation and handling of conformant and non-conformant input materials and finished products at various areas of the production site. This includes; transport receiving, storage, production, *etc.*
4. A signed affidavit** confirming the origins and chain of custody of recycled input materials from all suppliers that contribute to the finished product’s recycled content†.

Notes:

*Please provide the documents from your suppliers, such as; invoices, bill of lading, transport records, receipts, and/or evidence of other completed audits.

** Affidavit – A letter from the recycle content material supplier detailing their claim signed by the senior leadership of their organisation who has the legal authority to provide such documents.

†Cut-off: This is required for a minimum of 95% of the recycled input materials. Suppliers that provide less than or equal to 1% of the recycled input materials, shall not be required to provide an affidavit.