

## Public Notification Letter

### FSC® Chain of Custody Controlled Wood Stakeholder Consultation

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To: Interested Parties

From: SCS Global Services

Consultation period: 02.05.24 – 3.18.24

Re: Notification of intent to audit Robinson Lumber Company, Inc. against FSC Chain of Custody Controlled Wood standard FSC-STD-40-005 V3-1

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The Forest Stewardship Council® (FSC) requires that a certification body conducting an audit of a certified organization or applicant must consult stakeholders whenever the audit includes intent to source and use uncertified material in an FSC Chain of Custody (CoC) program according to the requirements in FSC-STD-40-005 V3-1 “Requirements for Sourcing FSC Controlled Wood”. Therefore, SCS Global Services (SCS) is seeking input from interested and directly affected stakeholders regarding the relevance, effectiveness, and/or adequacy of Robinson Lumber Company, Inc. Due Diligence System (DDS).

An explanation of ‘FSC Controlled Wood’, as well as a copy of FSC-STD-40-005 V3-1, is available here: <https://ic.fsc.org/en/certification/types-of-certification/controlled-wood-02> ; a copy of this standard is also available from SCS upon request.

Due Diligence Systems are required for certified organizations in order to avoid the sourcing and use of material originating from unacceptable sources in their FSC CoC program.

Directly affected stakeholders include any person, group of persons, or entity that is, with high probability, subject to the effects of the activities related to an organization’s controlled wood sourcing program, including the activities of their suppliers and sub-suppliers, as well as those who influence risk identified through the organization’s Due Diligence System.

***This letter serves as SCS’ invitation to directly affected stakeholders to participate in our consultation process. This letter also serves as SCS’ public notification for any interested stakeholders, who are also invited to participate in the consultation process. Participation in this stakeholder consultation process is voluntary; stakeholders are not required to submit comments.***

#### **Scope of audit and audit details:**

The audit will assess the conformity of the organization’s controlled wood program – including Risk Assessment(s) and DDS – according to the certification requirements as per FSC-STD-40-005 V3-1.

The company’s DDS Public Summary and Risk Assessment (excluding confidential information), as well as any other information or documents deemed relevant for the purpose of this stakeholder consultation, are included as appendices to this letter—see below. For a list of the information that is required to be publically available for stakeholder consultation by SCS, see FSC-STD-40-005 V3-1, Section 6.

**Additional certificate holder information:**

**Options for participation and provision of comments:**

Please submit written comments and evidence (where appropriate) by mail, FAX or email to SCS:

SCS Global Services  
Att'n: Chain of Custody Certification Services  
2000 Powell Street, Suite 600  
Emeryville, CA 94608

Fax: 510-452-6882

Email: [CWStakeholder@SCSGlobalServices.com](mailto:CWStakeholder@SCSGlobalServices.com)

A summary of the stakeholder consultation and comments received will be made publically available on the FSC certificate database, as per FSC-STD-20-011 V4-2. Verbatim comments will only be published with prior consent from the stakeholder and will not be associated with stakeholder names.

Note that, while SCS is required to evaluate all information and comments objectively, SCS certification decisions are affected by stakeholder comments only insofar as the comments provide evidence of conformity or nonconformity to the applicable requirements.

Within 30 days of making our certification decision, SCS will respond to all stakeholders who provided comments to explain how their comments were taken into account.

More information about FSC and SCS can be found on our respective websites: [www.fsc.org](http://www.fsc.org) and [www.scsglobalservices.com](http://www.scsglobalservices.com).

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

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<b>Organization Name</b>	Robinson Lumber Company, Inc.
<b>FSC COC Certificate Number</b>	SCS-COC-000345

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<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.

# 1. Procedure for Filing Complaints

<p>Name of Authorized Representative / Position Responsible</p>	<p>Angela Yokum</p>
<p>Contact Detail  (Contact information for person or position responsible for addressing complaints)</p>	<p>+1 (504) 896-6141   angela@roblumco.com</p>
<p>Procedure for filing complaints</p>	<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>Upon receiving a complaint from a stakeholder, the complaint will be immediately reported to Angela Yokum for review.</p> <ul style="list-style-type: none"> <li>• The person who received the complaint (unless Angela) should not respond to the complaint directly.</li> <li>• Angela will forward complaint to National Risk Assessment personnel at SCS Global.</li> <li>• Complaint must be sent as soon as possible, but not to exceed 2 weeks.</li> <li>• The investigation and response to the complaint shall not exceed 3 months, unless specifically requested. SCS Global and the complaint’s certification body will also need to be notified about an extension of the 3 month deadline.</li> <li>• Robinison Lumber Company shall proceed with caution in relation to other transactions in that same country, while a complaint is still open.</li> <li>• For new and/or existing orders within that supply area, customers and suppliers will need to be notified that we are investigating a complaint.</li> <li>• Give customers the option to cancel or postpone orders until the results of the complaint are known.</li> <li>• Once fully investigated by interviewing all parties involved, Angela should issue a Corrective Action Report and confirm that the problem has been resolved. This is only done if it is applicable for the situation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Robinson Lumber should then verify that the changes have been made (if applicable) by reviewing the process in place as a result of the complaint.</li> <li>• If the supplier cannot comply then they and/pr the material they supply should be removed from Robinson Lumber Company's supply options.</li> <li>• Upon satisfactory resolution of the complaint, Robinson Lumber Company shall inform the complainant, FSC, SCS, and others of the steps taken to resolve the complaint.</li> <li>• The complaint and respective actions &amp; solutions should be filed away for recordkeeping.</li> </ul>
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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:** RLC DDS – May 2023  
 (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
Appalachian, United States	Category 1	Low Risk	<input checked="" type="checkbox"/> FSC risk assessment	FSC-NRA-US V1-0
	Category 2	Low Risk		
	Category 3	Specified 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
Mississippi, United States	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
Ozark-Ouachita, United States	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		

**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)
Appalachian region	There is specified risk of mixing non-eligible inputs, due to the Central Appalachian CBA, Late Successional Bottomland Hardwoods and Mesophytic Cove sites. We have implemented control measures to try to mitigate the risk as much as possible.	Specified Risk
Mississippi Alluvial	There is specified risk of mixing non-eligible inputs, due to the Late Successional Bottomland Hardwoods. We have implemented control measures to try to mitigate the risk as much as possible.	Specified Risk
Ozark-Ouachita	There is specified risk of mixing non-eligible inputs, due to the Late Successional Bottomland Hardwoods. We have implemented control measures to try to mitigate the risk as much as possible.	Specified Risk
Southeast	There is specified risk of mixing non-eligible inputs, due to the Late Successional Bottomland Hardwoods. We have implemented control measures to try to mitigate the risk as much as possible.	Specified 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
Appalachian	Central Appalachian CBA	We are working with the Forest Stewards Guild to provide educational handouts to each one of our suppliers.

Sourcing Area	Indicator with specified risk	Description of Control measure
Appalachian	Mesophytic Cove Sites	We are working with the Forest Stewards Guild to provide educational handouts to each one of our suppliers.

Sourcing Area	Indicator with specified risk	Description of Control measure
Appalachian, Mississippi Alluvial, Ozark-Ouachita, Southeast	Late Successional Bottomland Hardwoods	We are working with the Forest Stewards Guild to provide educational handouts to each one of our suppliers.

**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.	(e.g. geo-reference data, state, province, supply unit)
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geo-reference data, state, province, supply unit)	
Stakeholder engagement date(s):	
<b>Means of Contact, please check all that apply</b>	
<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
<b>List of the stakeholder groups invited by the organization to participate in the consultation, please check all that apply</b>	
<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
<b>Summary of the stakeholder comments received and considerations</b>	
Stakeholder comment	
Consideration	
Stakeholder comment	
Consideration	
<b>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</b>	
<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.**

**Not Applicable - The organization has not excluded confidential information.**

**The organization's justification for the exclusion of confidential information.**