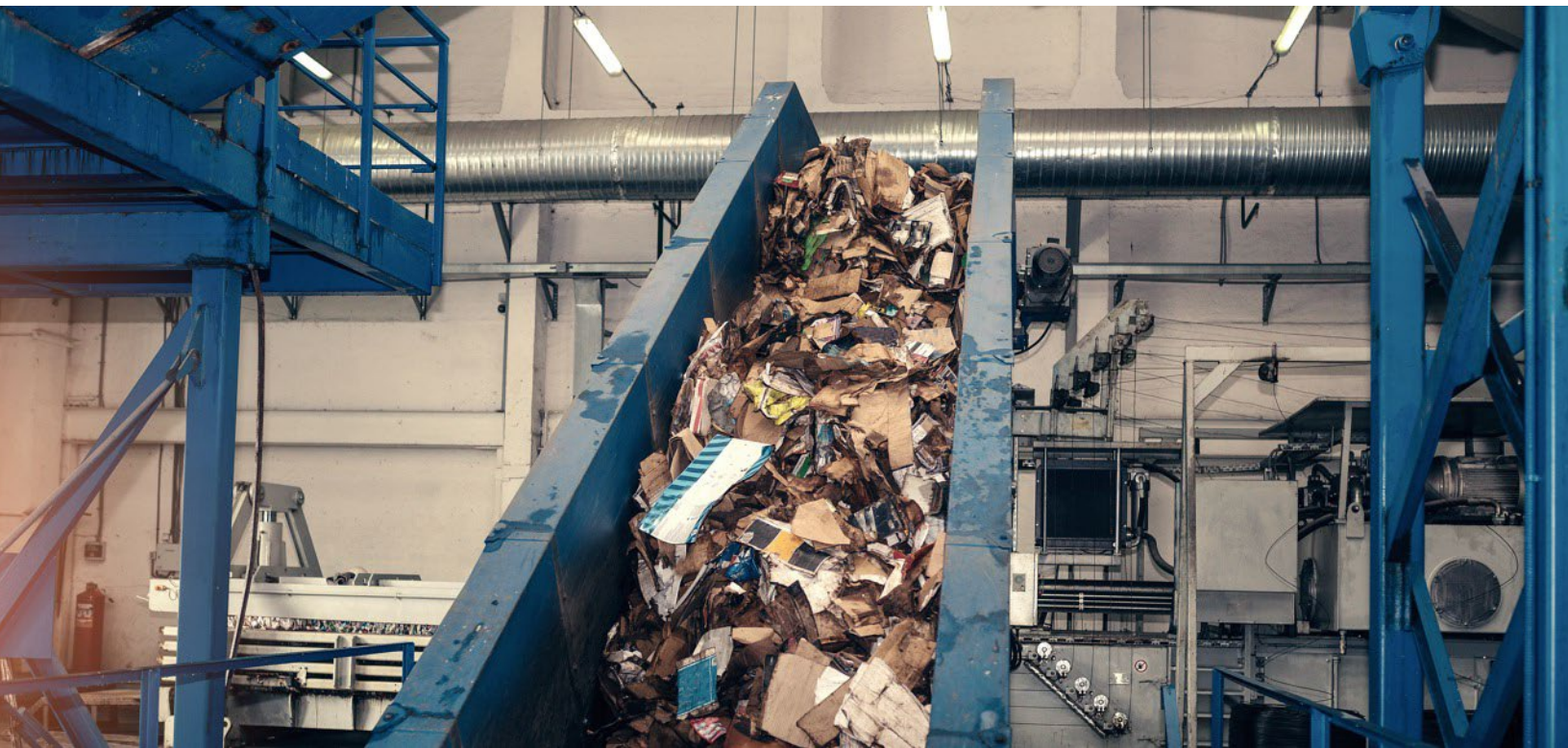




Certification Standard for Zero Waste Facilities

SCS-110 Zero Waste Standard



Version 3.0 – March 2023



SCS standards

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1. Introduction

The purpose of the SCS Certification Standard for Zero Waste Facilities (hereinafter SCS-110) is to provide a basis for certifying the diversion of municipal solid waste¹ from landfill and incineration (without energy recovery) at an Operator's facility.

This standard captures the amount of waste diverted from landfills as a percentage of total waste generated, by tracking the following pathways for waste diversion:

- Reuse
- Reclamation
- Sale/donation
- Prevention through redesign
- Recycling
- Composting
- Waste-to-energy
- E-waste Recovery

This standard seeks to recognize facility Operators for waste diversion practices and environmentally friendly waste management efforts. SCS-110 also seeks to encourage an Operator's understanding of the fate of its Facility's waste; Operators that can identify downstream flow of their waste material after their initial External Vendor can potentially claim higher diversion rates for their Facilities under Assessment. Finally, the standard seeks to increase public awareness regarding the various waste diversion pathways available to achieve zero waste.

Facilities demonstrating at least 50% waste diversion can be recognized through certification under this standard. The percentage of waste diverted at each facility is certified. Additionally, a facility that achieves 99% waste diversion can make a 'Zero Waste' certified claim. All claims are based on a twelve-month period.

Diversion is calculated using the following formula:

$$Diversion = \frac{(diverted\ waste - residuals) + prevented\ waste}{total\ waste + prevented\ waste}$$

A facility (hereinafter Facility under Assessment) may use the SCS-approved Waste Diversion Calculator to calculate their waste diversion.

¹ Municipal solid waste generally excludes wastewater or wasted energy, however where wastewater sludge is sent to landfill by a Facility under Assessment, it will be counted in the calculation.

Major Changes from Version 2.1

- Certification Body requirements were moved into a separate standalone document that includes:
 - Criteria for determining eligibility for onsite or remote auditing,
 - Onsite sampling requirements for External Vendors,
 - Updated CAP/RCA requirements.
- Default residual for waste-to-energy was updated from 20% to 25%.
- Unaccounted-for waste was added as a category to be included in the diversion Calculation and on the certificate.
- New claims and metrics were added.
- New template for affidavits was developed (available from approved Certification Body).
- Additional requirements for waste management documentation, including requirement for a plan to phase out Waste-to-Energy diversion methods known to produce high GHG emissions and toxins, were included.

2. References

Normative Documents

- SCS Standards Certification and Approval Requirements
- Requirements for Certification Bodies Offering Certification of SCS-110

Supporting Documents

The following documents are available upon request from the Certification Body:

- Affidavit Template
- Waste Diversion Calculator
- Zero Waste Facilities Checklist

3. Terms and Definitions

- 3.1 **Ash:** The material collected after incineration. This includes ‘fly ash’ which is airborne ash collected after incineration and ‘incinerator bottom ash’ which is heavy ash found in the bottom of an incinerator post burning. No ash sent to landfill is considered diverted.
- 3.2 **Average Residual Percentages:** Industry averages of residuals calculated in formal studies.² These can be applied to a Facility under Assessment’s outgoing materials if an affidavit with a specific percentage cannot be provided by the External Vendor. See definition for Residuals.³
- 3.3 **Composting:** The process of allowing organic waste material to decay to form relatively homogeneous and stable humus-like substance that can then be added to soil as fertilizer [ISO 14021]. Composting can be either an internal or external diversion method.
- 3.4 **Construction and Demolition (C&D) Debris:** Waste materials resulting from the construction and demolition of buildings and other structures, including materials such as metals, wood, gypsum, asphalt shingles, roofing, concrete, rocks, rubble, soil, paper, plastics, and glass, but excluding putrescible wastes (SWANA Technical Policies, Attachment B).⁴
- 3.5 **Critical Control Point:** A physical point within/around the Facility under Assessment that is essential for the successful implementation of the waste diversion program, i.e., where a waste is generated, stored, and processed/internally diverted.
- 3.6 **Diverted Waste:** Waste that is either internally processed at a Facility under Assessment using reuse, reclamation, prevention through redesign, or that is sent to an External Vendor for recycling, composting, waste-to-energy or sale/donation (composting and waste-to-energy may also be internal diversion methods if these capabilities are available at the Facility under Assessment), resulting in avoidance of sending waste to landfill or incineration without energy recovery.

² For example, in the state of California, the California Environmental Protection Agency (CEPA) conducted a study which showed that the residuals percentages for the year 2005 are: Single-Stream Materials Recovery Facility (MRF): 14%, Multi-Stream: 6%, Mixed Waste: 81%, Construction and Demolition (C&D) 23%.

³ R.W. Beck, Inc., “Targeted Statewide Waste Characterization Study: Characterization and Quantification of Residuals from Materials Recovery Facilities,” *Cascadia Consulting Group*, June, 2006, <https://www2.calrecycle.ca.gov/WasteCharacterization/PubExtracts/34106005/ExecSummary.pdf>.

⁴ SWANA Technical Policy, “Definitions Of Terms Used in SWANA Technical Policies and Solid Waste Management: Attachment B,” SWANA, October 8, 2004, https://swana.org/docs/default-source/advocacy-documents/technical-policies-library/t-0---definitions.pdf?sfvrsn=35f29acf_2.

- 3.7 **E-Waste Recovery:** The process of recovering valuable materials from consumer and business electronic equipment that is near or at the end of its useful life (such as computers, televisions, and cell phones)⁵. This process is undertaken by licensed facilities.
- 3.8 **External Diversion:** The process of sending waste materials to be diverted from landfill *outside* of the Facility under Assessment. Typically, this includes recycling, composting, waste-to-energy, sale/donation, e-waste.
- 3.9 **External Vendor:** Any entity outside of the Facility under Assessment, and independent of the Operator, where waste is sent to be further processed. A non-exhaustive list of potential External Vendors can be found under “Facility Type” below. External Vendors are used by Facilities under Assessment to achieve External Diversion. Landfills and Incinerators are also External Vendors.
- 3.10 **Facility:** All or any portion of buildings, structures, sites, complexes, roads, or parking lots.⁶ Any facility can qualify for assessment under this Standard. Similarly, any facility can qualify as an External Vendor under this standard. A useful breakdown of facilities is below:
- Facility Type 1 - Those that *use* waste management services, including the following:
 - Commercial Facilities (Office Buildings, Hotels, Restaurants)
 - Institutional Facilities (Hospitals, Laboratories, Educational Facilities)
 - Industrial Facilities (Heavy Manufacturing, Light Manufacturing, Distribution Warehouse, General Warehouse, Flex Space, Showroom Buildings, Research and Development, Data Centers)
 - Facility Type 2 - Those that *offer* waste management services, including the following:
 - Materials Recovery Facility (MRF)
 - Composting Facility
 - Waste-to-Energy Facility (combustion, gasification, pyrolyzation, and anaerobic digestion)
- 3.11 **Facility under Assessment:** Facility undergoing evaluation against the SCS Zero Waste Facilities Standard towards achieving certification of its waste diversion percentage.

⁵CalRecycle, “What Is E-Waste?” CalRecycle, 2023, <https://calrecycle.ca.gov/electronics/>.

⁶Based on Cornell Law School, “29 CFR § 38.4 – Definitions”, Cornell Law School, February 9, 2023, <https://www.law.cornell.edu/cfr/text/29/38.4>

- 3.12 **Hazardous Waste:** A waste listed as hazardous by governing authorities⁷; or a waste that is characterized by being ignitable, reactive, corrosive, or extraction procedure toxic.⁸
- 3.13 **Internal Diversion:** The process of diverting waste from landfills using processes available at the Facility under Assessment. Typically, this includes reuse, reclamation, prevention through redesign, but may also include composting and waste-to-energy if these methods are available onsite.
- 3.14 **Materials Recovery Facility (MRF):** Building where Commingled Recyclables are separated and processed (including sorting, baling and crushing) or where Source Separated Recyclables are processed for sale to various markets. Different types of MRFs include Multi-Stream Materials Recovery Facilities, Single-Stream Materials Recovery Facilities, and Mixed Waste Processing Facilities.⁹
- 3.15 **Mixed Waste Processing Facility:** A facility where recyclable materials are separated from waste that is landfill-bound.
- 3.16 **Multi-Stream Materials Recovery Facility:** A facility at which source separated recyclables (recyclables that are separated into categories by the initial user before being picked up) are processed for sale to various markets.
- 3.17 **Operator:** Entity that owns or manages a Facility under Assessment.
- 3.18 **Prevention through Redesign:** A diversion method in which waste that would have occurred under a former process has since been eliminated due to redesign of the product, packaging, or process. Prevented waste from redesign can be calculated by dividing the previous year's total weight of the (now) prevented waste by the total number of units of product created in the previous year, then multiplying this result by the number of units generated in the current year. An Operator's process will be reviewed on a case-by-case basis to ensure claims of prevented waste from redesign are accurate.
- 3.19 **Reasonable Distance:** Area defined by the Facility under Assessment's location relative to the nearest recycling/composting/material recovery facility (MRF) and nearest Waste-to-Energy facility: in situations where the nearest MRF is more than twice the distance to the nearest Waste-

⁷ United States Environmental Protection Agency, "Defining Hazardous Waste: Listed, Characteristic and Mixed Radiological Wastes," US EPA, June 15, 2022, <https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes#listed>.

⁸ United States Department of Agriculture, "Hazardous Waste Management," USDA Agricultural Resource Service, August 12, 2016, <https://www.ars.usda.gov/northeast-area/docs/safety-health-and-environmental-training/hazardous-waste-management/>.

⁹ SWANA Technical Policy, "Definitions Of Terms Used in SWANA Technical Policies and Solid Waste Management: Attachment B," SWANA, October 8, 2004, https://swana.org/docs/default-source/advocacy-documents/technical-policies-library/t-0---definitions.pdf?sfvrsn=35f29acf_2.

to-Energy Plant, diversion using Waste-to-Energy can be an accepted for 25-50% of total waste generated.

- 3.20 **Reclamation:** The process of collecting waste material that would have otherwise been landfilled, incinerated, or sent for energy recovery, and using it as a material input in a manufacturing process [based on ISO 14021]. Reclamation prevents the use of purchased or virgin materials by using materials generated onsite. Reclamation can lead to a value-added product. Example: a plywood manufacturer generates sawdust which can be collected and made into pellets. Pre-consumer waste could potentially fall under this category.
- 3.21 **Recycling:** The process of collecting qualifying waste material and sending it to a Material Recovery Facility (MRF) to be shredded, pelletized, or chemically altered with the goal of selling this processed material to existing markets. Common materials include glass, metal, cardboard, and plastics, but other materials may apply as well. Recycling is an external diversion method; material is considered recycled under this Standard when it is sent to a Materials Recovery Facility (MRF).
- 3.22 **Reuse:** The process of collecting waste material that would have otherwise been landfilled or sent for energy recovery and using it again for its initial purpose. Example: Foam, recompact at end of process and used again. Pre-consumer waste could potentially fall under this category.
- 3.23 **Residuals:** Waste material that remains after diversion process has taken place. Residuals percentages are specific to the type of diversion method, external vendor, as well as to the state or city (depending on available data). Operator may obtain these percentages in an affidavit from the External Vendors used for diversion. Average Residual Percentages or actual data may be used in place of affidavits. See Average Residual Percentages above.
- 3.24 **Sale/Donation:** The process of identifying a beneficial use for a waste material and sending it directly to a (non-MRF) External Vendor for it to be input into a process or otherwise consumed.¹⁰ A sold material can only be considered a waste material, as opposed to a product, if the economic value, per unit, of the material is below 15% compared to the economic value, per unit, of the main or primary product(s).¹¹ Economic value is the value at which the material was sold.
- 3.25 **Single-Stream Materials Recovery Facility:** A recycling facility into which commingled recycling materials (recyclables that are mixed together by the initial user) are accepted and processed.
- 3.26 **Unaccounted for waste:** Waste that has been sent externally but has not been quantified by the receiving external vendor and cannot be reliably estimated by the Facility Under Assessment. For

¹⁰ Facilities receiving sold material are considered External Vendors.

¹¹ *Based on* International Sustainability and Carbon Certification, definition of waste and residues. International Sustainability and Carbon Certification (ISCC). ISCC 201-1: WASTE AND RESIDUES, Version 3.0, August 9, 2016, pg. 16.

example, cardboard boxes in which e-waste is sent to an External Vendor that is not quantified by the External Vendor and for which no evidence can be provided that the material was diverted. In such cases, the Certification Body shall develop an estimate based on provided information. The amount will be considered landfilled.

3.27 **Waste:** Any material that a Facility under Assessment discards, intends to discard, or is required to discard, as a byproduct of its operations.

3.28 **Waste Diversion:** The practice of disposing of materials defined as wastes in an environmentally beneficial manner using the following methods: recycling, composting, re-use, reclaiming, prevention, waste-to-energy (instead of sending it to the landfill). Percentage is calculated using the following formula:

$$Diversion = \frac{(diverted\ waste - residuals) + prevented\ waste}{total\ waste + prevented\ waste}$$

3.29 **Waste Diversion Claim:** 50 – 100% of all waste material is diverted in one 12-month period.

3.30 **Waste-to-Energy (WTE):** Energy recovered from material that would have been sent to landfill but instead has been collected through managed processes [based on ISO 14021]. This method includes combustion, pyrolysis, and anaerobic digestion where the main purpose and output of the process is to create energy. WTE can be either an internal or external diversion method.

3.31 **Zero Waste:** 99%+ of all waste material generated or prevented at a Facility under Assessment is diverted in one 12-month period.

4. Claims Based on Calculated Metrics

- 4.1 Once certified, the Operator can make a claim related to the diverted waste as a percentage of total waste at the Certified Facility:
- 4.1.1 Operators that achieve 99%+ diversion at the Certified Facility can use a 'Zero Waste Certified Facility' claim.
 - 4.1.2 Operators that achieve 50-99%+ diversion at the Certified Facility can claim their exact diversion percentage (minimum 50% diversion required).
 - For example, "The xxx Facility achieved 75% Waste Diversion from Landfill".
 - 4.1.3 The Operator can make a claim on the percentage of their diversion activities that is comprised of each diversion method at the Certified Facility, as stated on their certificate.
 - For example, "10% of Waste was diverted from landfill using Reuse".
 - 4.1.4 The Operator can make a claim related to improvement of the diversion rate from the previous year at the Certified Facility, as is stated on their certificate. This applies to facilities undergoing re-certification only.
 - For example, "From 2021 to 2022, xxx Facility improved their waste diversion by 10 percentage points".
 - 4.1.5 Operators that achieve their waste diversion without the use of waste-to-energy diversion methods known to produce high GHG emissions and toxins at the Certified Facility can add the claim: "without incineration" (or equivalent, as authorized by the approved Certification Body).
 - For example, "The xxx Facility achieved 75% Waste Diversion from Landfill, without the use of combustion".
- 4.2 The Operator can make a claim related to the diverted waste (by weight) per unit sold at the Certified Facility or equivalent Key Performance Indicator (KPI).
 - For example, "The xxx Facility diverted 50 lb. of waste from landfill per package delivered".
- 4.3 The Operator can make an on-product claim related to the Certified Facility, at which a product was made.
 - For example, "This product was made in a facility that achieved 75% Waste Diversion from Landfill".

- 4.4 The Operator can make a claim related to the reduction of total waste produced compared to previous year(s) of certification at the Certified Facility. Data from the initial year of certification shall be used as the baseline.
- For example, “From 2020 to 2022, The xxx Facility reduced total waste production by 15%”.
- 4.5 The certificate validity is one year from issuance. During this time, Operators may make claims that correspond directly to the certification (4.1-4.3 above) without referencing the time period of certification.
- 4.6 After expiration of its certificate, the Operator shall not make claims on achieved diversion without referencing the specific time period of the achievement.
- For example, “In 2021, the xxx Facility diverted 50 lb. of waste from landfill per package delivered”.
- 4.7 Claims and logo usage shall be reviewed and verified by the Certification Body.

5. Requirements for Waste Diversion Certification

- 5.1 A minimum of 50% diversion over a 12-month period shall be achieved by a Facility under Assessment to be eligible for certification under this Standard.
- 5.2 A minimum of 95% of all waste shall be accounted for with supporting documentation. Unaccounted for waste shall be considered landfilled.
- 5.3 Facilities shall have addressed any violations related to waste handling and disposal prior to certification.
- 5.4 All locations that store waste materials shall be clearly identified.
- 5.5 The following method shall be used to calculate diversion of waste materials sent to External Vendors i.e., material sent for composting, recycling, e-waste recovery, waste-to-energy, sale/donation, and qualifying hazardous waste:

$$\textit{Diverted amount} = \textit{amount sent to External Vendor} - \textit{residuals}$$

- 5.5.1 Residuals can be applied from the following sources:
- Affidavit from External Vendor
 - Actual data that calculates residuals
 - Industry study

Additional requirements for other diversion methods

- 5.6 Prevention through Redesign
- 5.6.1 The following formation is required to determine the diverted amount:
- At least 6 months of data from previous process:
 - Total waste generated during that time (A)
 - Total number of units sold during that time or equivalent metric (B)
 - At least 6 months of data from current process:
 - Total number of units sold during this time (C)

- 5.6.2 Prevented waste shall be calculated as follows:

$$\textit{Prevented waste} = \frac{A}{B} \times C$$

- 5.6.3 Re-design process shall be reviewed by the auditor.

- 5.6.4 Operator shall provide evidence of all data used (A, B and C).
- 5.7 Reuse; Reclamation; Internal Diversion: Composting; and Internal Diversion: Waste-to-Energy
- 5.7.1 The Operator shall calculate the residual from each Internal Diversion Method used at the Facility under Assessment. Plausibility of residuals will be verified by auditor.
- 5.7.2 Diverted material shall be calculated as follows:
- Diverted material = amount unput into the diversion process – residuals from process*
- 5.7.3 Data used for calculation shall be documented.
- 5.8 Sale/Donation
- 5.8.1 A material can be considered a sold waste material, as opposed to a product, if the economic value, per unit, of the material is below 15% compared to the economic value, per unit, of the main or primary product(s).
- 5.8.2 Data used for calculation shall be documented.
- 5.8.3 The intended implementation of this material by the External Vendor shall be documented.
- 5.8.4 Waste material can be further classified into the following categories:
- Sale for Reuse
 - Donation for Consumption
 - Sale for Manufacturing (Circularity)
- 5.9 Stored Waste Material
- 5.9.1 Stored material designated as waste that is not disposed of at the end of the period being certified shall not be counted as landfilled or diverted waste. Instead, it shall be tracked separately (e.g., in the SCS-approved Waste Diversion Calculator, tab “Tracked Waste not in Calculator”).
- 5.9.2 Operator shall include a plan for stored waste in its Zero Waste management documents that includes intended storage time and intended methods of diversion or disposal.
- 5.9.3 In the subsequent audit, the Operator shall demonstrate the outcome of the stored waste.
- 5.10 Waste-to-Energy

- 5.10.1 Up to 25% of total waste stream can be sent to waste-to-energy, without further review.
- 5.10.2 To use Waste-to-Energy as a diversion method for more than 25% of the total waste stream, the Operator shall demonstrate that there are no External Vendors that can recycle, compost, or otherwise divert the material within a reasonable distance (see definition above) from the Facility under Assessment. If other options are available, material sent to Waste-to-Energy over 25% shall be considered landfilled.
- 5.10.3 Note that the most conservative average residual percentage for Waste-to-Energy is 25% (by weight) and will be counted as landfilled in the Calculation if other documentation cannot be provided.¹²
- 5.10.4 No more than 50% of total waste stream shall be considered diverted using waste-to-energy. Any amount after 50% shall be considered landfilled.
- 5.10.5 The Operator's Waste Policy shall include a detailed plan to phase out Waste-to-Energy methods known to produce high GHG emissions and toxins. Plan shall include deadlines and alternative waste diversion methods being explored.

5.11 Hazardous Materials

- 5.11.1 The Facility under Assessment shall demonstrate that hazardous materials have been disposed of in accordance with legal requirements. The amount of hazardous waste shall not be calculated in the diversion Calculation but shall be tracked separately (e.g., in the SCS-approved Waste Diversion Calculator, tab "Tracked Waste not in Calculator").
- 5.11.2 If the Facility under Assessment is able to demonstrate that the hazardous material has been prevented with redesign, re-purposed, or re-used (in a safe manner), this amount can be counted towards diversion, on a case-by-case basis, following 5.5 above.

¹² United States Environmental Protection Agency, "Energy Recovery from the Combustion of Municipal Solid Waste (MSW)," US EPA, March 16, 2022, <https://www.epa.gov/smm/energy-recovery-combustion-municipal-solid-waste-msw#03>.

6. Documentation

The Certification Body shall review the below listed documents and activities for all facilities included in scope of certification.

- 6.1 A list of all applicable waste regulations and a summary of how the Facility under Assessment conforms with each one.¹³
- 6.2 Supporting documentation for residuals.
 - 6.2.1 For initial audits, emails from receiving facilities are acceptable.
 - 6.2.2 For all subsequent years, affidavits with the exact information below shall be provided. An SCS-approved Affidavit template is available for this purpose.
- 6.3 The following documents can be accepted as sources for residuals:
 - 6.3.1 Affidavit, from External Vendors, that shall include:
 - Address and name of External Vendor
 - Volume or weight of material received from Facility under Assessment
 - Time boundary of material received, which includes the entire time period being audited, e.g., “For the waste received in the year 2021...”
 - Information regarding residuals from received waste, either:
 - the exact percentage of residuals in the waste sent by the Facility under Assessment to External Vendor, OR
 - the percentage of waste emitted by the External Vendor as a whole (whenever feasible, rate shall be no older than five years old)
 - Whether residuals from their own process have been landfilled, sent for further processing, or used for waste-to-energy
 - Affirmative statement indicating that all information provided is accurate and free of errors
 - Name and signature of person with authority and knowledge of information provided representing External Vendor
 - 6.3.2 Actual data, in lieu of an affidavit or industry study. Provenance of actual data shall be clearly demonstrated. Data shall cover a time period(s) sufficient to determine consistent residual.

¹³ If local regulations prohibit a diversion method allowed by the standard, the diversion calculation shall be calculated both with the diversion method and without. A footnote shall be added to the certificate to indicate what the diversion percentage would be considered under local laws.

- 6.3.3 Industry studies, such as industry accepted/government calculated residual rates for MRFs or other External Vendors.¹⁴ Industry studies should only be used if External Vendors refuse to cooperate, and actual data is not available.
- 6.4 Written Waste Management Program Manual that:
- 6.4.1 Defines the Facility's zero waste target (waste diversion goal as percentage).
 - 6.4.2 Includes a long-term plan to reach zero waste (99% diversion), as well as how diversion will be achieved each year.
 - 6.4.3 Lists all wastes generated in the context of the operations at the Facility under Assessment, including hazardous waste.
 - 6.4.4 Lists staff responsible for implementing the Waste Management Program, as well as their responsibilities.
 - 6.4.5 Describes any internal practices where waste is prevented, reclaimed, reused, or composted, if done on site.
 - 6.4.6 Includes list of External Vendors along with the diversion methods offered (recycling, composting, waste-to-energy, e-waste, sale/donation for circulatory/ manufacturing/ consumption); this list shall include all 1st tier External Vendors (locations where waste is sent immediately after it leaves the Facility under Assessment). This list should also include any known 2nd tier External Vendor (location where 1st tier External Vendor sends waste material for further processing) and 3rd tier External Vendors (location where 2nd tier External Vendor sends waste material for further processing).
 - 6.4.7 Includes a detailed plan in place to phase out Waste-to-Energy methods known to produce high GHG emissions and toxins. Plan is to include deadlines and alternative waste diversion methods being explored.
 - 6.4.8 Includes the process and plan for ultimately diverting or landfilling any stored or internally transferred waste.
 - 6.4.9 Mentions unaccounted-for waste and a plan to ensure calculation, tracking, accountability long-term for each unaccounted-for waste stream at time of audit.

¹⁴ For example, studies per USA state can be found at: <https://www.epa.gov/facts-and-figures-about-materials-waste-and-recycling/us-state-and-local-waste-and-materials>

- 6.4.10 Includes any materials for which estimates values are used in place of actual values in the SCS-approved Waste Diversion Calculator, the formula used, and the timeline for updating estimates (this shall be updated every three months at minimum).
- 6.4.11 Defines internal audit process including reviewers, documents, deadlines, and action plans for findings.
- 6.4.12 Defines and maps Critical Control Points and responsibilities of workers at these points to assure diversion.
- 6.4.13 Waste diversion claims that are used or that are intended to be used.
- 6.5 Production report or equivalent KPI report for same 12-month period being assessed (quantity or mass of products produced in year of production).
 - 6.5.1 This will allow the Certification Body to understand whether the amount of waste claimed matches the amount of waste that can be expected from operations at the Facility under Assessment.
 - 6.5.2 The Certification Body may request previous year's production for reference.
- 6.6 Standard Operating Procedures (SOPs) for managing wastes, if applicable.
- 6.7 Evidence of Internal Audits.
 - 6.7.1 Internal Audits shall formally cover:
 - The Facility under Assessment's progress towards achieving its own waste diversion goals.
 - Meeting the requirements of this standard. Operator may use existing internal audit documentation or use the checklist provided by the approved Certification Body.
 - 6.7.2 Records of internal audits shall be available at every assessment, including the initial assessment.
- 6.8 Waste Diversion Calculator
 - 6.8.1 The SCS-approved Waste Diversion Calculator is a tool that calculates a Facility under Assessment's waste diversion. An Operator can use the SCS-approved Waste Diversion Calculator or can choose to use their own Calculator, as long as it takes into account all of the information and formulations necessary to demonstrate conformity with this standard.

- 6.8.2 In the SCS-approved Waste Diversion Calculator, each line represents an entry for a waste material, supportable with corresponding documentation.
- 6.8.3 There are three levels of diversion available (for example, an initial External Vendor may send waste further downstream for additional diversion). Calculation shall be based on the following inputs for each waste material:
- Material name
 - Amount of material (weight)
 - Supporting document reference (e.g., corresponding bill of lading number, invoice number, internal document)
 - Date of diversion/ disposal (must match supporting document)
 - Name of External Vendor (Tier 1 – Tier 3)
 - Method of diversion or disposal at each External Vendor
 - Residual rates of each External Vendor, expressed as a percentage representing the contamination of corresponding waste streams
 - Amount of material sent for further processing, expressed as a percentage of total waste initially sent (any amount not sent on further is considered a processing loss and shall be considered landfilled)

6.9 Traceability Documents/Records

- 6.9.1 The following documents and records shall be kept on file and shall be available to the Certification Body for review:
- All contracts, invoices, bills of lading, and any other documents that track the movement of waste materials
 - Evidence of training regarding handling of wastes
 - Evidence of internal audits of waste management

6.9.2 Records shall be kept for a minimum of five years.

6.10 Training Documents

- 6.10.1 The following training documents and records shall be maintained and available to the Certification Body for review:
- General training for all staff to understand diversion goals of program
 - Training of staff and contractors working at all Critical Control Points
 - Waste diversion training for all new staff involved in Critical Control Points, within 12 months of hire

NOTE: The Certification Body may request licenses or other evidence as proof of legal diversion for External Vendors if independent research cannot substantiate external vendor existence and activity.

6.11 Estimates in Place of Actual Data

6.11.1 Unaccounted-for waste material

Estimates shall be established for any unaccounted-for waste material. The Certification Body can calculate these estimates based on provided data. These materials shall be considered landfilled. A Facility under Assessment is not permitted to have more than 5% of its total waste unaccounted-for in the Calculation. The percentage shall be listed on the certificate as unaccounted-for and landfilled.

6.11.2 Comingled waste

If Facility under Assessment shares waste management services with other businesses and its waste is comingled, waste shall be measured separately prior to comingling. A Facility under Assessment can establish estimates based on measured actuals. Averages used for estimation shall be updated every three months. If more than 25% of total waste is comingled, then the Facility under Assessment shall demonstrate that the average used in Calculation is plausible by weighing equivalent waste during onsite audit.

6.11.3 Estimates based on Actual Data

Estimated averages may be used in place of actual data for any waste stream as long as estimates are based on actual data. Averages used for estimation shall be updated every three months. If more than 25% of total waste is estimated in the Calculator, then the Facility under Assessment shall demonstrate that the average used in Calculation is plausible by weighing equivalent waste during onsite audit.

NOTE: If more than 25% of all waste input into the Calculation cannot be supported with third party documentation, an onsite audit shall be required.

7. Complaints and Appeals

- 7.1 An Operator has the right to appeal a certification decision within 30 days of receiving the final report. Appeals shall be submitted to the Certification Body for evaluation and resolution. .
- 7.2 Complaints shall be handled directly by the approved Certification Body. If a satisfactory resolution is not found, a complaint may be elevated to SCS Standards.