

Recycled Content (RC) 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:

Is a Sustainability Certification Mark required? (Note: Intertek reserves the right to decide whether a mark can be issued)

Yes ☐ No ☐

If "Yes", what type of communication are you aiming for:

Business-to-business communication ☐ Business-to-consumer* communication ☐

*Consumer is defined as the end product or final product user.

Product Information

1. What Type of Recycled Content is Used?

Pre-Consumer* ☐ Post-Consumer ☐

*If you've selected **PRE-CONSUMER**, please answer the following three questions:

- 1.1. Are you purchasing the recycled content from another source? Yes ☐ No ☐
1.2. Is the factory reprocessing the material inhouse? Yes ☐ No ☐
1.3. Please briefly describe the recycling process (including name of process, location, etc.):

2. Product Details

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 / Product Group	Type of Material	RC Suppliers	RC Supplier Locations	Manufacturing Locations
ABC	PP, PET, etc.	ABC	XYZ, US	XYZ, US

2.1. Is the product currently in production? Yes ☐ No ☐

2.2 Can site audit be conducted during actual production in the near future (e.g. within the next 1-2 months)? Yes ☐ No ☐

2.3. Are you looking to claim (you may select multiple if there are more than one claim):

- A component of the product ☐
- The entire product ☐
- A group of similar products ☐ , please specify no. of SKUs:
- Others ☐ , please specify:

Sample Request for Information

Once the project is initiated, the preliminary request for information will be sent. As an **example**, the following section outlines the data that Intertek will require from the client in order to verify the recycled content.

A. Information Required for Calculation

Which of the following does the production data below represent?

12-months' worth of production data ☐ One batch of production data ☐ Others ☐ , please specify:

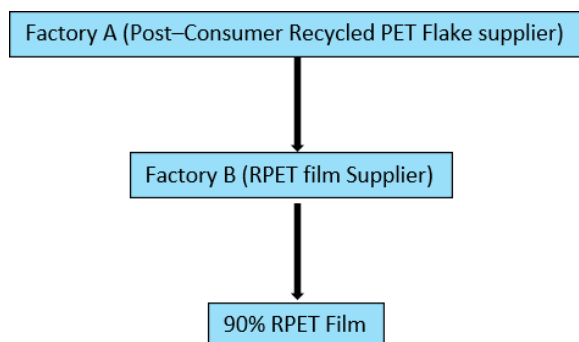
*Please provide the raw material supplier details along with the annual dry weight of each raw material shipped to the manufacturer.
Please also include the units (lbs, kg, etc.)*

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†.
5. Supplier Chain flow related to recycled content certification product as below example:



6. Company name, address, and contact window name & method.
7. Factory name, address, and product description & part number for recycle content certification.

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 organization 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.

Please fill all the details and return it *via* email to Yihang.Yu@intertek.com.