



Recycled Claim Standard 2.0 Certification Procedures



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**Recycled Claim Standard 2.0
Certification Procedures**
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The RCS Certification Procedures 2.0 supplement requirements for certification bodies in RCS 2.0 and are effective as of June 1, 2020. All audits conducted after September 1, 2020 shall be conducted using RCS Certification Procedures 2.0.

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English is the official language of the Recycled Claim Standard Certification Procedures. In any case of inconsistency between versions, reference shall be made to the English version.

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The RCS will undergo a revision process at least every five years. The RCS Certification Procedures will typically be revised alongside the RCS. The next revision is tentatively scheduled to begin in 2021. You may submit feedback to the standard at any time; send to Standards@TextileExchange.org. Points of clarification may be incorporated into RCS guidance documents prior to 2021. More substantive feedback or suggested changes will be collected and reviewed as part of the next revision of the standard.

Document Revision History

Recycled Claim Standard Certification Procedures 2.0 released June 2020

Note: V2.0 is the earliest version of this document in order to align with versions of the RCS.



Section A - General Information

A1. About the Recycled Claim Standard

The Recycled Claim Standard (RCS) is an international, voluntary standard that sets requirements for third-party certification of recycled input and chain of custody. The goal of the RCS is to increase the use of recycled materials.

This is a voluntary standard that is not intended to replace the legal or regulatory requirements of any country. It is the responsibility of each operation to demonstrate compliance with all applicable laws and regulations related to marketing, labor, and business practices. Sellers of RCS products are advised to reference the allowed recycled content claims in the countries of sale, to ensure that they are meeting all legal product claim requirements.

Individual sites are certified by independent third-party certification bodies using annual audits. Material is tracked from the farm to the final product, following the requirements of Textile Exchange's Content Claim Standard (CCS). For more information, please visit: TextileExchange.org/Integrity.

A2. About Textile Exchange

The Recycled Claim Standard is owned and managed by Textile Exchange. Textile Exchange is a global non-profit that works closely with our members to drive industry transformation in preferred fibers, integrity and standards and responsible supply networks. We identify and share best practices regarding farming, materials, processing, traceability and product end-of-life in order to reduce the textile industry's impact on the world's water, soil and air, and the human population.

A3. About the Certification Procedures

The RCS Certification Procedures presents normative requirements for *accreditation bodies* and *certification bodies* which are specific to the Recycled Claim Standard. These requirements are in addition to the requirements for all Textile Exchange standards, which can be found in *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards*.

The RCS Certification Procedures V2.0 have been developed as a supplemental document to the existing Recycled Claim Standard V2.0. A more complete document will be developed alongside the RCS revision process which is scheduled to begin in 2021.

In an effort to minimize the disruption to certification bodies outside of a revision process, some criteria below are identified as recommended (use of the word 'should'). Textile Exchange intends to update these criteria to be requirements (use of the word 'shall') upon the revision to V3.0.



Section B - References

B1. Terms and Definitions

Refer to *TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents* for definitions of terms used in these procedures. Defined terms are shown in italics in the first usage in this document, and in some other uses for clarity.

B2. Reference Documents

The following documents are key documents for conducting RCS certification. It is essential that they are used alongside this document.

1. *RCS-101 Recycled Claim Standard*
2. *RCS-201 RCS User Manual*
3. *RCS-301 RCS Logo Use & Claims Guide*
4. *GRS-101 Global Recycled Standard* (“GRS”)
5. *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards* (“ACP”)
6. *CCS-101 Content Claim Standard*
7. *TE-101 Terms and Definitions for Textile Exchange Standards*

Section C - Requirements for Accreditation Bodies

Additional requirements for accreditation bodies will be defined in V3.0 of this document.

Section D - Requirements for Certification Bodies

D1. General Requirements

D1.1 Personnel Qualifications

Personnel qualifications will be included in V3.0 of this document.

- D1.1.1 For the purposes of ACP D3.1.5.e and .f, and D3.1.6.b and .c, GRS audits of material recyclers may be used in place of RCS audits.

D1.2 Data and Reporting

Data and reporting requirements will be included in V3.0 of this document.



D2. General Auditing Requirements

D2.1 Auditing of Material Recyclers

D2.1.1 Financial records and correlation of purchased and sold materials records should be reviewed to validate the volumes of recycled and RCS material purchased and sold.

D2.2 Auditing of Collectors and Concentrators

D2.2.1 The certification body may certify collector and concentrator sites following a full evaluation of the site to the RCS. This is optional; collectors and concentrators do not require full certification.

D2.2.2 If the certification body issues a transaction certificate to a collector or concentrator site, a statement shall be included in box 15 to clarify that the material is “reclaimed” and not “recycled”.

D2.2.3 Certification is not required for collector or concentrator sites. Even when a collector or concentrator is GRS certified, the Reclaimed Materials Declaration Form (RCS Appendix C) is sufficient for sales from these sites. Issuing transaction certificates from collector and concentrator sites is not required but is permitted.

D2.3 Auditing of Organizations Certified to Other Recycled Standards

D2.3.1 The certification body shall not issue an RCS scope certificate to an organization which holds a GRS scope certificate with another certification body, unless the GRS scope certificate is in the process of being transferred to the certification body (see ACP D4.12).

D2.3.2 If an organization is certified to another standard which recognizes recycled content, the certification body shall include all standards which recognize recycled content in its review of the volume reconciliation, and shall evaluate the claims made regarding the other standard and any other necessary records to ensure that products are not being double claimed.

NOTE: It is allowable for a product to be sold with certification claims about recycled content under RCS or GRS, and also under other standards which recognize recycled content, provided that all certification requirements for all standards are met. However, it is not allowable to claim more recycled content across all applicable standards than is purchased.

D2.4 Audit Duration

D2.4.1 The following minimum time shall be spent on-site to conduct each audit. This does not include auditor travel or reporting time and is specified per site.



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- a. Collector or concentrator (RCS certified)¹: 2 hours
- b. Material recycler (mechanical recycling, chemical recycling, and/or biological recycling): 3 hours
- c. Supply chain sites: See *CCS-102 CCS Certification Procedures*

NOTE: The audit times listed in D2.4.1 are presented as a minimum. Many audits will require a longer duration than the minimum, and certification bodies should allow for more time in planning.

¹ This applies to collectors and concentrators who choose to become fully RCS certified, which is optional. Time for mandatory evaluations of collectors and concentrators via site visits or document review is not specified.