



# Finwood Papers (pty) Ltd

## Environmental Questionnaire – Paper & Board Products

Environmental issues are very important to Finwood Papers and our customers. We have a responsibility to ensure that the products we purchase originate from well-managed sources and to provide accurate information so that the consumers can make an informed buying decision.

This questionnaire is designed to capture information about the product you are supplying to us and the answers you give will be evaluated and benchmarked. The results of this questionnaire also form part of our supplier assessment. Therefore it is important to provide as much information as possible. Answers can be given as an average over a period (e.g. 12 months) specified in section A.

**Please provide copies of all relevant policies, certificates etc.** You are welcome to provide any additional information (such as Paper Profile sheets, EMAS reports, WWF Paper Scorecard etc.) that you feel will be useful.

If you have any questions regarding this questionnaire, please contact Estelle Janse Van Rensburg on 083 801 8813 or 011 248 7800 or [estelle@finwood.co.za](mailto:estelle@finwood.co.za)

### A. General Information

<b>Finwood Papers Product Name</b>	
<b>Mill Product Name</b>	
<b>Name of Paper Mill</b>	
<b>Mill Address</b>	
<b>Name of Contact</b> (for further environmental information)	
<b>Tel</b>	
<b>Fax</b>	
<b>E-Mail</b>	

The data for this questionnaire is for the period from: \_\_\_\_\_ To: \_\_\_\_\_

### B. Policies and Certificates – please provide copies

Does the mill have the following policies?

- Environmental Policy
- Sustainability/CSR Policy
- Wood Sourcing Policy
- Climate Change/Carbon Policy
- Other: please specify

Does the mill have the following certifications?

- ISO9001 / ISO9002
- ISO14001
- EMAS
- OHSAS18001
- FSC Chain of Custody      Please give CoC number      CoC Method:      Volume Credit
- PEFC Chain of Custody      Please give CoC number      CoC Method:      Volume Credit

**C. Product Composition**

**What proportion of the product is?**

Fibre % see section D.  
 Coating % see below  
 Filler % see below  
 Binders %  
 Moisture %  
 Other % Please specify

**What type of fillers and coatings are used?**  
**What are the countries of origin for fillers and coating?**  
**What dyes are used?**

**D. Fibre Source**

**What proportion of fibre is?**

Virgin Wood Fibre %  
 Recovered Fibre % of which Pre-consumer Waste % or Post-consumer Waste %  
 Other Fibre % Please specify  
 Mill Broke %

**Do all the forest you source from have forest management plans?** No  
**Is any of the fibre in this product genetically modified?** No

**What systems do you have in place to ensure that fibre originates from well-managed, legal and non-controversial sources?** Please describe your systems

**What are the countries of origin for recovered fibre?**

**Please provide information about the virgin wood fibre in the product. List fibre from different locations on separate lines.**

Pulp Category	Country	Area of Country	Tree Species, Common Name	Tree Species, Latin Name	Certification	% of Fibre
3						
3						
3						
3						
3						
3						
3						
3						
3						
3						
3						
3						
3						
3						
3						

Pulp Category: 1- Wood from own forests, pulp produced internally.  
 2- Wood from third party forests, pulp produced internally.  
 3- Bought-in pulp

**E. Manufacture – include data for paper and pulp mills (or and average of multiple mills.)**

Is the mill and integrated pulp and paper mill? No  
Does the paper mill have a combined heat and power unit? No

What method is used to bleach the pulp used? EFC

What chemicals are used for bleaching?

- Chlorine Gas
- Chlorine Dioxide
- Oxygen
- Hydrogen Peroxide
- Ozone
- Peracetic Acid
- Sodium Hydroxide
- Other: Please specify

How much water is used during production? M<sup>3</sup>Tonne

Is water re-used? No

Does the mill operate a zero effluent operation? No

What average emissions to water of the following?

AOX kg/tonne  
Chemical Oxygen Demand (COD) kg/tonne  
Biological Oxygen Demand (BOD) kg/tonne  
Total Suspended Solids (TSS) kg/tonne  
Nitrogen kg/tonne  
Phosphorus kg/tonne  
Comments

Specify number of days for BOD:

What are the average emissions to air of the following?

Fossil Carbon Dioxide (CO<sub>2</sub>) kg/tonne  
Nitrogen Oxides (NO<sub>x</sub>) kg/tonne  
Sulphur Dioxide (SO<sub>2</sub>) kg/tonne  
Particulates (dust) kg/tonne  
Comments

What is the total dry waste to landfill, per tonne of paper?

What proportion of dry waste is disposed of by the following methods?

Recycled %  
Landfill %  
Used for fertilizer / spread on land %  
Incineration %  
Reclaimed / Reused internally %  
Other: Please Specify %  
Comments

What percentage of the energy used is from the following sources?

Bought in electricity %  
Coal %  
Oil %  
Gas %  
Peat %  
Biomass %  
Comments

What is the total gross energy consumption?

Pulp Mill Kwh/tonne  
Paper Mill Kwh/tonne  
Total Kwh/tonne  
Comments

**F. Carbon Footprint – Please provide evidence of verification.**

**What are the transport methods for delivery from the paper mill to Finwood Papers?**

Method	Distance	% of Total
Road	km	%
Rail	km	%
Ship	km	%
Air	km	%

*Comments*

**What is the carbon footprint of the product?** Kg CO<sub>2</sub> per tonne

**Please provide information on how the carbon footprint has been assessed** (e.g. the assessment boundary, methodology used, verification available).

**Please provide information about any carbon reduction initiatives.**

**Has the carbon footprint been offset?** No

**If yes, please provide further information**

**G. Product Credentials – Please provide copies of certificated, test reports etc.**

**Does the product comply with?**

Toy Safety EN71 Part 3	No
ISO9706 Permanence of Paper	No
RoHS Directive 2002/95/EC	No

**Is the product suitable for direct food contact?** No

If yes, please indicate for what foods:

- Dry Foods
- Non-fatty Foods
- Fatty Foods

**Does the product hold any of the following environmental labels?**

- FSC Mixed Sources (well managed forest + controlled sources)
- FSC Mixed Sources (well managed forest + controlled sources + recycled fibre)
- FSC Mixed Sources (well managed forest + recycled fibre)
- FSC Recycled
- FSC 100%
- PEFC
- NAPM Recycled Mark (50%)
- NAPM Recycled Mark (75%)
- NAPM Recycled Mark (100%)
- Nordic White Swan
- Blue Angel
- EU Ecolabel
- Other: Please specify

*Comments*

**H. Disposal**

**Please indicate the recommended methods for disposing of the product / packaging:**

Product	Packaging	
<input type="checkbox"/>	<input type="checkbox"/>	Recycling
<input type="checkbox"/>	<input type="checkbox"/>	Incineration for energy
<input type="checkbox"/>	<input type="checkbox"/>	Composting
<input type="checkbox"/>	<input type="checkbox"/>	Bio-degradation

*Comments*

## I. Packaging

Does the product packaging comply with the Packaging Waste (Essential Requirements) Regulations 1998?

Yes

Please provide information about the packaging of the product.

Packaging item	Material	Weight per item	
e.g. A4 Box	Paper	0.24 kg	for A4 size
e.g. Pallet	Wood	30 kg	for A4 size
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
	Paper	kg	Comments
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	Paper	kg	Comments

## J. Additional Information

Please add any additional information about the product or your company as required:

## K. Finwood Papers Responsible Paper Purchasing Policy

Finwood Papers is committed to the responsible purchasing of paper products. Our long-term intention is to source all paper products from well-managed forests that have been certified to credible certification standards. This commitment will be realised through a stepwise approach to responsible purchasing that utilizes the best available techniques and information.

Finwood Papers will not source paper products originating from:

- Forests or paper manufactures that do not comply with all relevant national legislation relating to the trade in forest products.
- High-conservation-value forests where these are recognized nationally or regionally, unless these forests are progressing towards credible forest certification in a time-bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complementary to responsible forest management.
- Forests that are currently being inappropriately converted to other land uses, or forest that have been converted where this means that achievement of credible forest certification will not be possible under existing standards.
- Forests that are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

To ensure that these goals are achieved this organization will:

- Scrutinize suppliers of paper products.
- Seek information as to the source of all paper products
- Evaluate this information against our stated policy.
- Continually improve the level of compliance against these policies, with annual reviews, reposts and actions agreed with our suppliers.
- Work with and encourage suppliers and forest sources that are actively engaged in a process of time-bound, transparent, stepwise commitment to credible certification.
- Work with key stakeholders to ensure that the best practice is followed.
- Set annual, publicly communicated targets regarding our performance.
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Finwood Papers requires its suppliers to abide by all local, state and national laws and international conventions (including but not limited to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), World Heritage Convention (WHC) and the Convention on Biological Diversity (CBD) as well as moratoriums on logging, declarations of protected areas, forestry laws, environmental protection legislation, and labour and social laws.

This organization will never knowingly purchase paper products originating from illegal logging operations. We will work with our supply chain to ensure where feasible that all paper products originate from forests where there is full legal and verifiable title to the land and where the harvester has all relevant and current permits and approvals. We will ensure that all wood is extracted with the full authorization of those holding rights to the land or forest resources and with the required authorization, permits and approvals from all relevant government agencies.

First Issued: August 2005

**L. Declaration**

I declare that the information provided in this questionnaire is correct to the best of my knowledge. Finwood Papers will be notified to any significant changes to this information. I confirm that I have read and understood Finwood Papers Responsible Paper Purchasing Policy.

Name:

Position:

Date: