

Institute for the Certification of Sustainable Recycling

Certification of Recycling Rates Process

JW Spear, Sr. P.E.
Executive Director
Milwaukee, WI
141.687.0518
info@recyclingcertification

ICSR

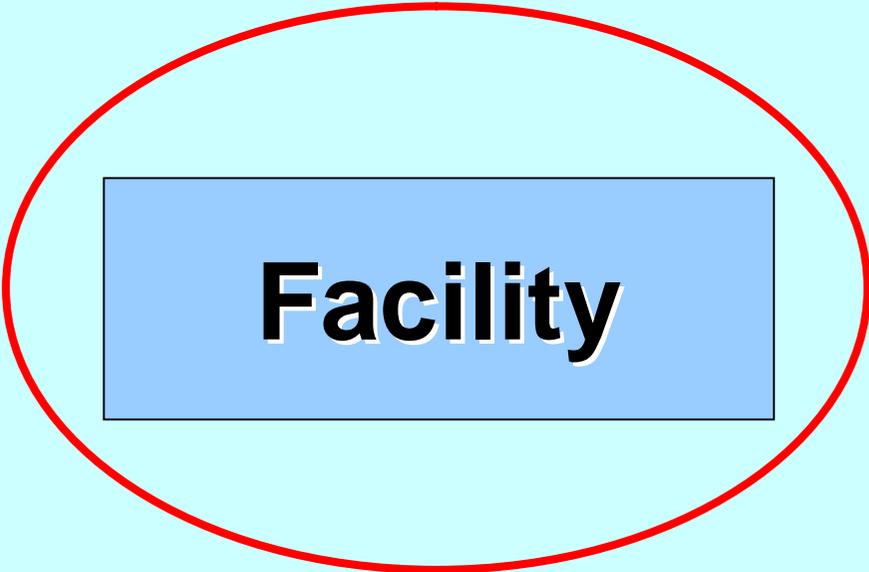
Founded by the CMRA in response to allegations that some C&D recycling facilities in reporting diversion and recycling statistics were manufacturing numbers or had some fundamental misunderstandings of simple mathematics and statistics.

ICSR's Program

- ICSR's Certification is an ISO Compliant. Third-Party Certification agency for certifying the statistics reported by C&D recycling facilities.
- Through the program, ICSR Certifies the Facility's Recycling Statistics are Real, based on weight records, Accurate, regular calibration of scales, verifiable, data can be tracked from scale through facility and out, Reproducible, a third-party, using facility data, come within 5% of facility reports, and Enforcible, the statistics will hold under challenge.

ICSR Certification Standard

The ICSR process is similar to a financial audit. Using a third party Evaluator (auditor) ICSR validates the diversion and recycling statistics reported by the Facility as part of ICSR's certification application. During a site visit, Facility data is compared to data offered in the certification application for accuracy and used to reproduce the facility's diversion and recycling statistics.



Players

C&D Recycling Facility

- Begins the process by submitting the Institute for Certification of Sustainable Recyclers (Institute) Application for Certification to the institute.
- Any C&D Recycling Facility with unencumbered permits, operating on a weight basis that maintains materials weight records from receipt to use, disposal, and market is eligible to apply to the Institute.

**Evaluation
body**

Facility

Players

Evaluation Body

- Evaluation body (Institutes third party agency)
 - A company, non-profit, municipal department, intergovernmental agency, solid waste authority, solid waste district.
- Preferred experience
 - Construction inspection, facility auditing, compliance inspection, financial auditing, C&d management training or experience, solid waste engineering, common sense, practical outlook
 - Evaluation Bodies select at 2 -4 employees to be trained as evaluators by the Institute

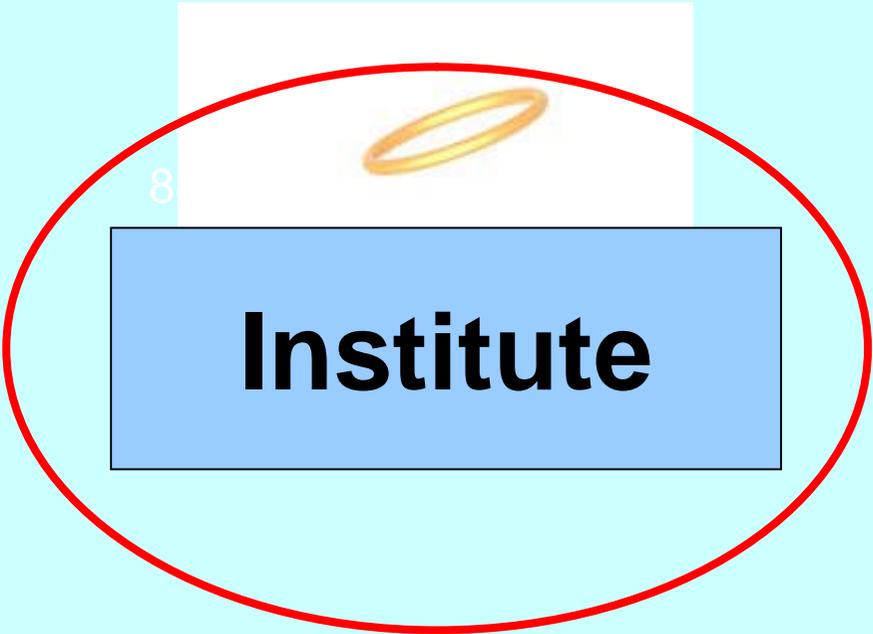
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Institute

**Evaluation
Body**

Facility

Players



**Evaluation
Body**

Facility

Players

The Institute

- Institute for **C**ertification of **S**ustainable **R**ecycling – Certifies C & D Recycling Facilities as Sustainable Recyclers to assure accurate reporting in LEEDS and other recycling based projects.
- Facility – C &D Recycling Facility wanting certification by ICSR

Evaluator – Evaluation body or individuals who evaluate the Facility for the ICSR program using ICSR protocols (CORR and detailed Evaluation and Reporting protocols).

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Approval

**Evaluation
Body**

Facility

**Preliminaries
Create Trained Evaluators**

Evaluator Approval

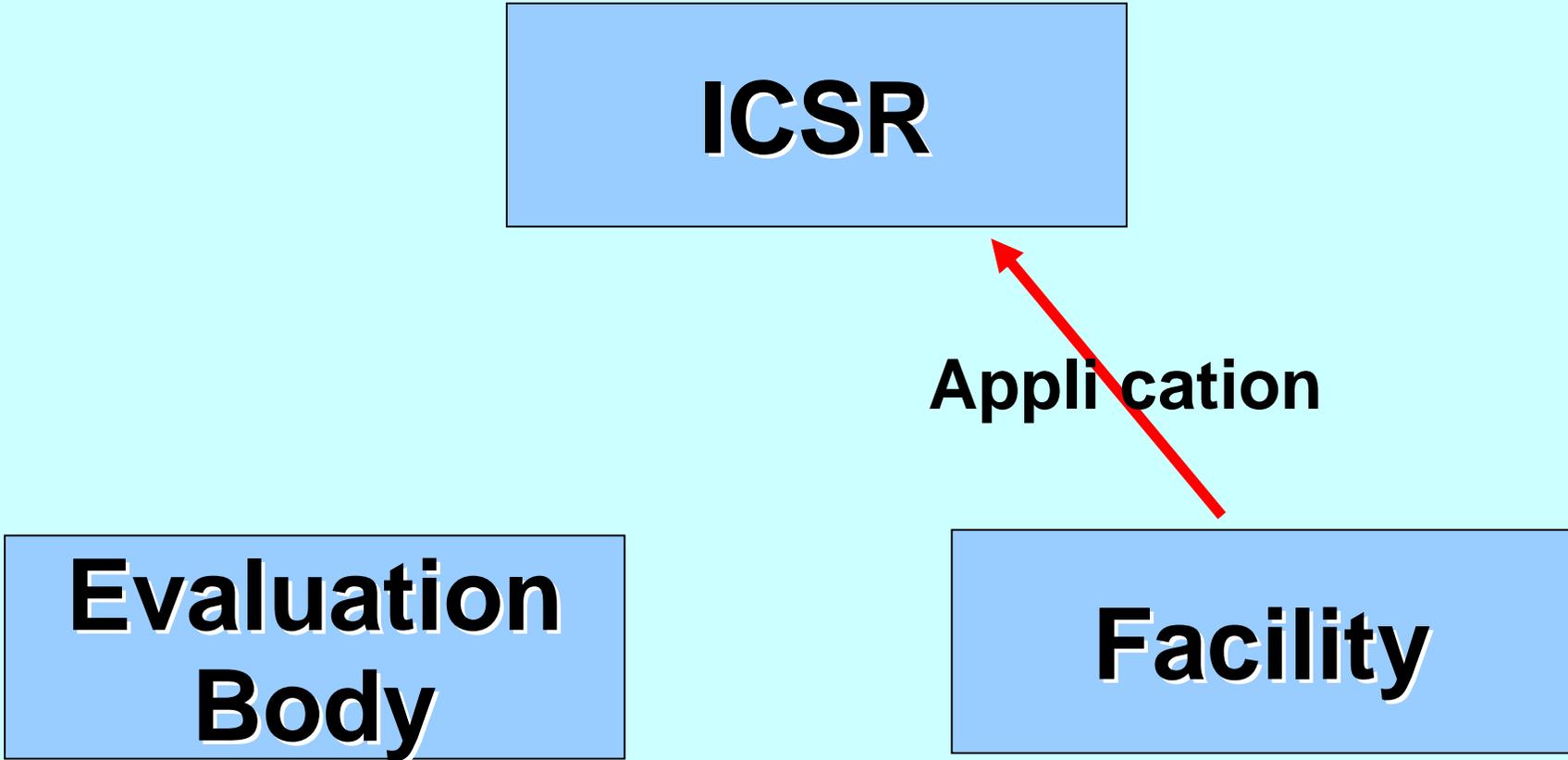
- Evaluator Training by ICSR is prerequisite to approval as an Approved Evaluator,
- Evaluators under contract to ICSR to perform Evaluations in accord with training and to use ICSR Protocols for Evaluation,
- Evaluator training establishes guidelines for COI and trains evaluators in the protocols and reporting procedures of the institute

Evaluator Approval

Evaluators are paid fixed fee, by the Institute for Evaluating Recycling facilities.

- Applications to become an Approved Evaluation Body are available at the Institute booth in the Exhibit Hall and on the Institute Website;

www.recyclingcertification.org.



Certification Process Initiation

Certification Process Initiation

Facility submits Request for Certification to ICSR in the form of a Completed Application for Certification and Institute registers facility by listing it on the Institute website, beginning a 90 certification period.

- Proof of Current unencumbered permit to operate facility, including any imposed conditions on operations by regulatory agency,
- Presence of scales),
- Narrative description of process train,
- Copy of Facility's safety plan.
- Copy of Facility's Contingency and Countermeasures Plan

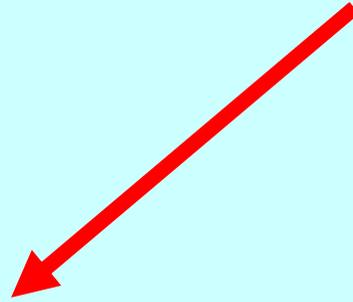
Certification Application

The prior consecutive 12 months of mass balance data around the site. Data, in tons, of all waste materials entering the site, and all materials, in tons, by material type leaving the site, along with documentation showing where the material was sent and for what purpose.

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**Evaluation
Body**

Facility

Evaluator Engaged

Evaluator Engaged

- ICSR informs Evaluator of participating Facility
- Eligible Evaluator Bodies are asked for proposals
- Institute provides Evaluator with information from the Certification Application for evaluation in addition including the mass balance around the facility's process train

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**Evaluation
Body**



Facility

Facility Evaluation

Facility Evaluation

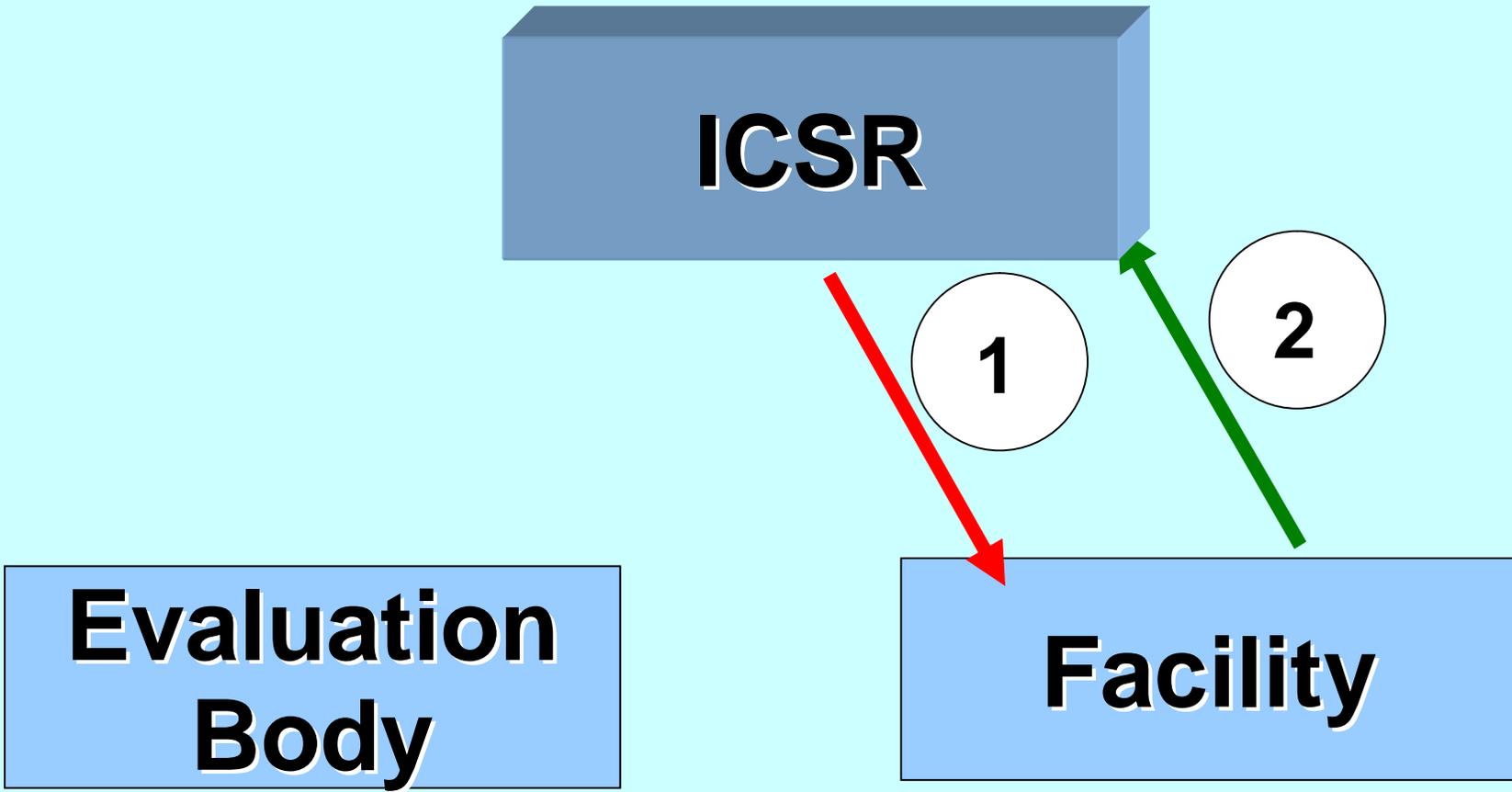
- Evaluator contacts Facility and establishes convenient time for site visit and evaluation,
- Evaluator ,calculates historical recycling rates for each of the facility's outputs prior to site visit,
- Evaluator conducts site visit obtains data and support information for evaluating the Facility,
- Evaluator all representations on the facility's application.

Facility Evaluation

- Evaluator meets with facility to discuss findings and issues.
- Material and immaterial discrepancies
- Facility may need to develop Mitigation Plan to cure present and prevent future similar material and immaterial discrepancies.
- Evaluator returns to office to complete evaluation and prepare formal report and evaluation statement.
- Report shared with facility

Facility Evaluation

- Facility authorizes evaluator to submit Evaluation Report and supporting information to Institute for review and final action.



**Facility Receives
Certification**

Facility Receives Certification

1. The Institute Certifies facility as Sustainable Recycler, or

Facility Can Not Be Certified

- Discrepancies not able to be mitigated,
- Discrepancies not able to be mitigated within the 90 day evaluation period.

2. Institute removes facility from its web site and files its finding that the Evaluation could not be completed in a) the time provided in the Institute's engagement with the evaluator, or b) the Evaluation could not be completed within the 90 day evaluation period as authorized by the Institute.

Certification

- Valid for one year from the date of certification;
- 4-year renewal cycle
 - Year 1 Full Evaluation, year 2- 4 recycle rate only, year 5 – full evaluation
- Evaluator may service an individual recycling facility for 4 years and then is prohibited from serving that facility for a period of three years