



# GUIDE FOR RTRS MATERIAL TRADING



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**[WWW.RESPONSIBLESOY.ORG](http://WWW.RESPONSIBLESOY.ORG)**

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# INTRODUCTION

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■ The development of a guide for trading of RTRS material aims at clarifying the different existing ways of acquiring RTRS material.

This is a guide for those companies wishing to **commit themselves to responsible soy sourcing** and to **incorporate sustainability into their business strategies**.

This document is mainly intended for representatives of companies' sustainability or purchase areas as well as other related areas to allow them to analyse and decide on the best ways to promote sustainable sources of the raw materials that they use. In particular, we invite those organizations where soy is a significant component of their agricultural raw material to learn about the different existing alternatives to foster the responsible production of this crop.

Moreover, this guide is also directed to those organizations which do not use soy directly, but which are part of the soy value chain or are interested in responsible production ways. Therefore, **buying credits is an alternative to acquiring physical material for many companies and social organizations which are interested in contributing to responsible soy production, but which do not know how to do it.**

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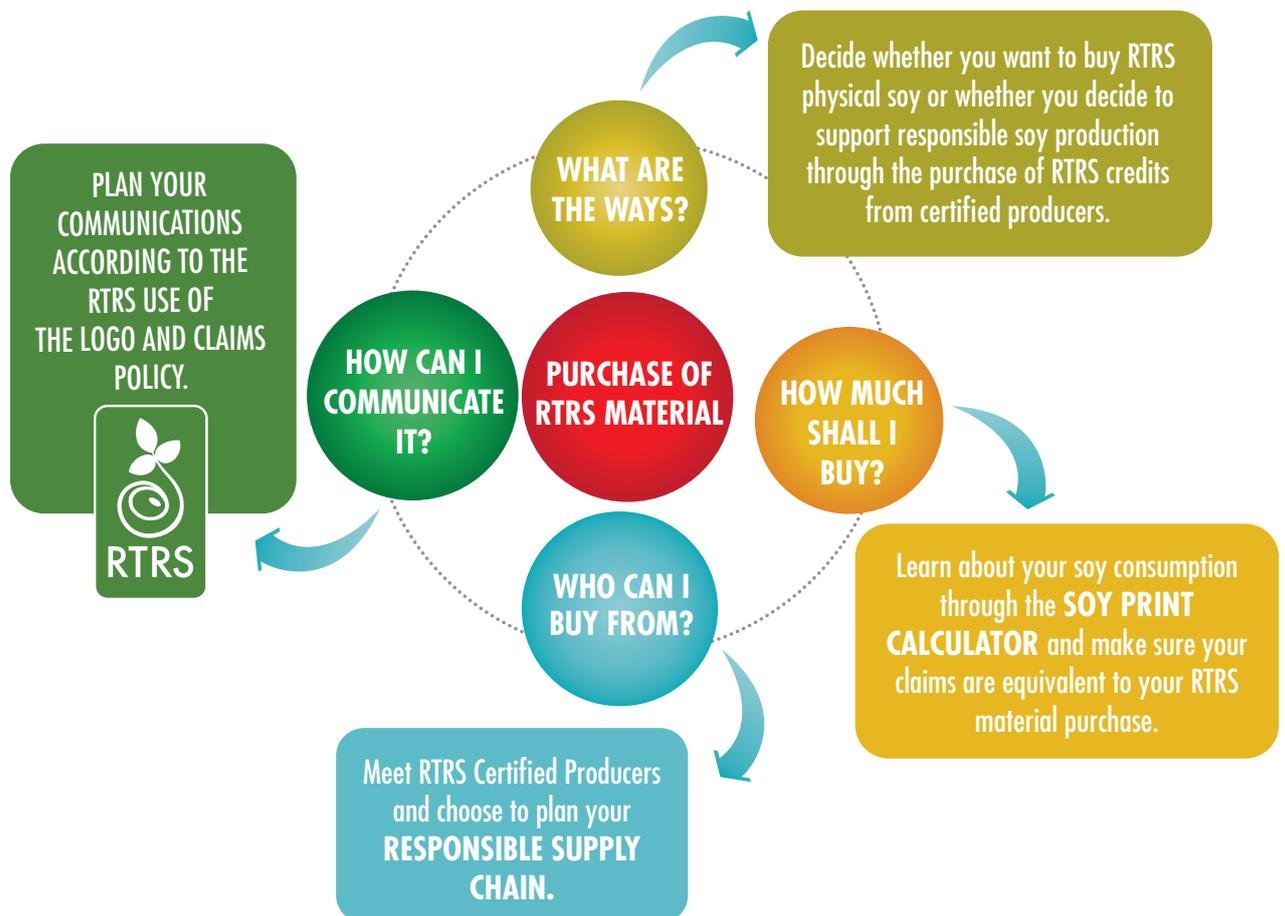
## WHO ARE THE STAKEHOLDERS INVOLVED IN THE SOY VALUE CHAIN?



# WHAT INFORMATION DOES THIS GUIDE CONTAIN?

■ This guide explains the steps to be taken into account in order to acquire RTRS material.

## WHAT SHALL I TAKE INTO ACCOUNT TO ACQUIRE RTRS MATERIAL?



# CHOOSING THE WAY OF BUYING RTRS MATERIAL

## WHICH ARE THE RTRS CHAIN OF CUSTODY MODELS?

There are two main ways of buying RTRS material:

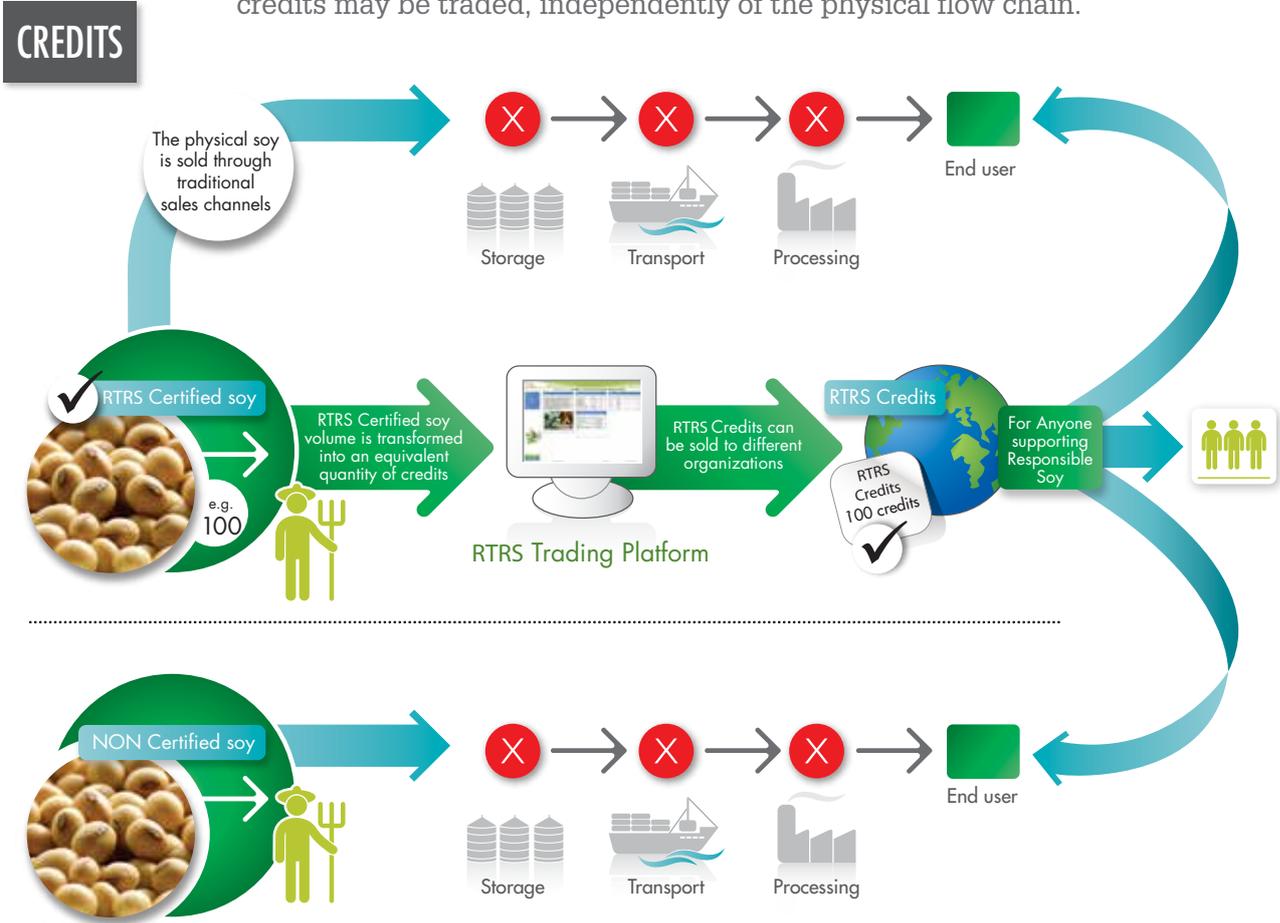
- through credits
- through physical flow.

It is fundamental to decide which type of purchase to make, since requirements for each option are different. Below is a simple chart of the RTRS chain of custody models and each of the models will be detailed next.

RTRS CREDITS	PHYSICAL FLOW	
	SEGREGATION	MASS BALANCE

### RTRS CREDITS

Through technology support, the RTRS grants the producers, credits equivalent to the certified volume (1 credit per ton of certified soy). These credits may be traded, independently of the physical flow chain.

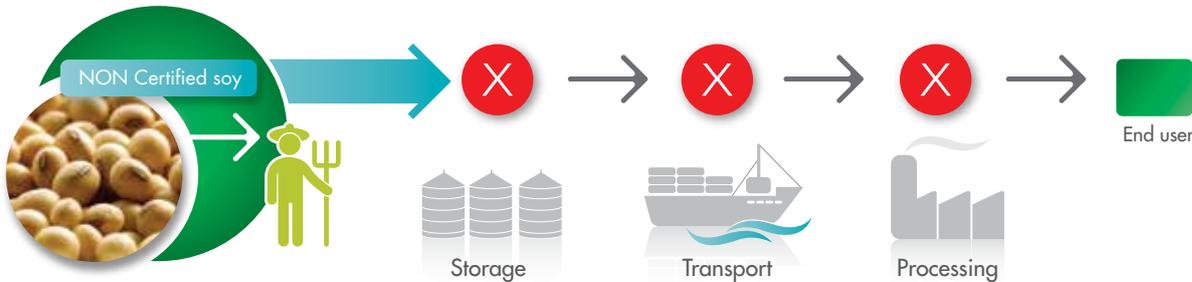
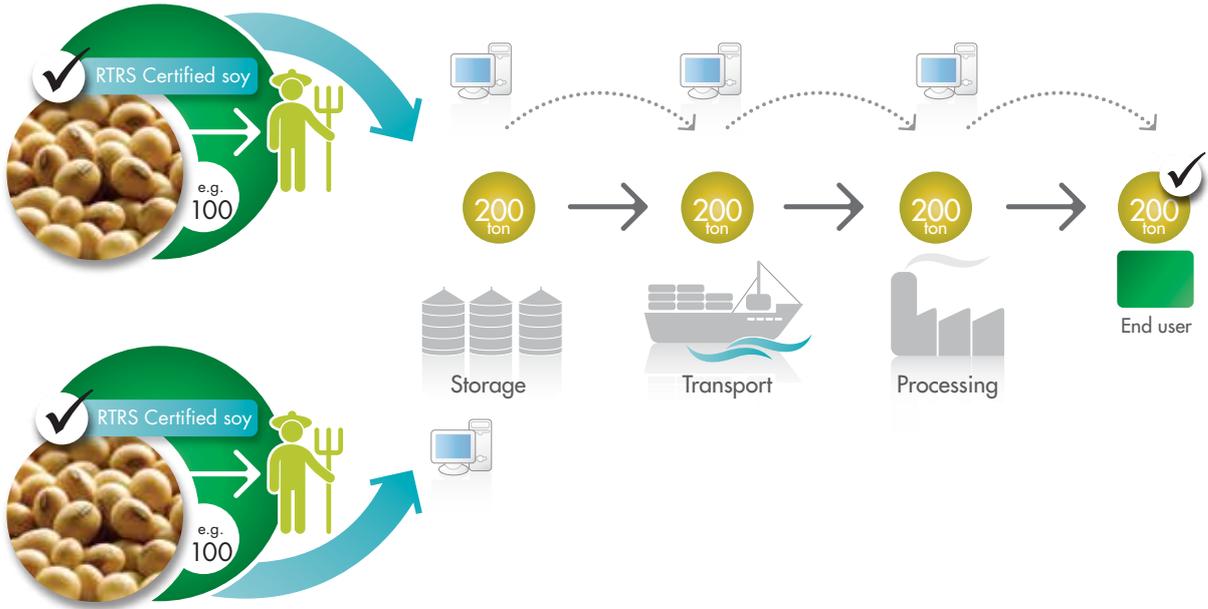


# CHOOSING THE WAY OF BUYING RTRS MATERIAL

## SEGREGATION

The RTRS certified product is kept physically apart from the non-certified product throughout the supply chain.

### SEGREGATION

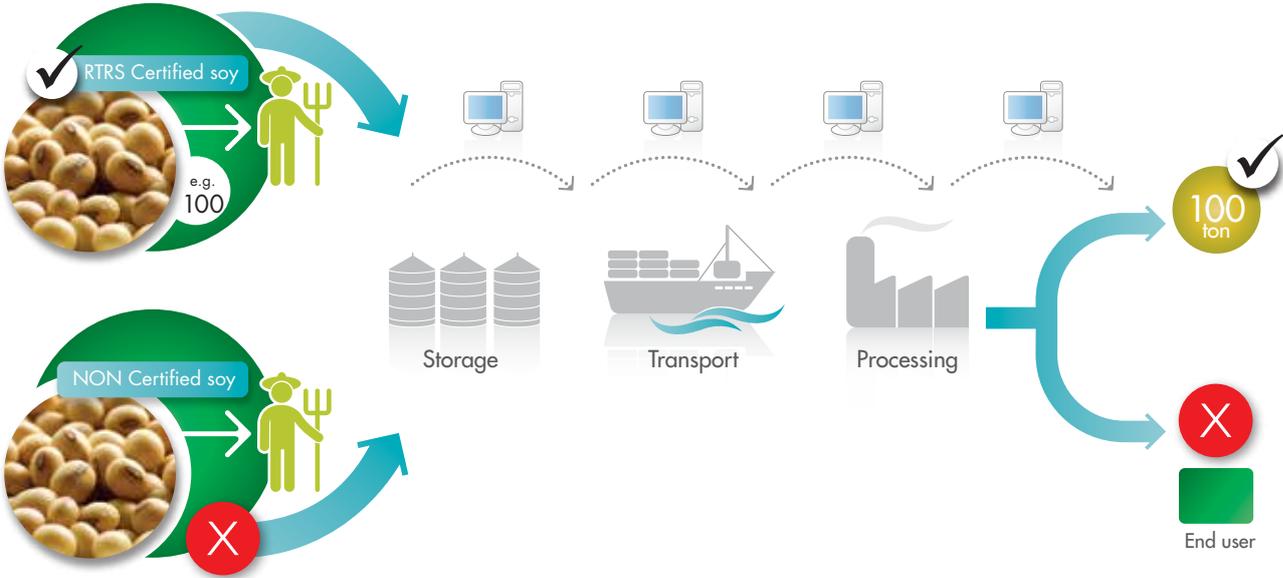


# CHOOSING THE WAY OF BUYING RTRS MATERIAL

## MASS BALANCE

The RTRS certified product may be mixed with the non-certified product, controlling and monitoring allowed mixtures throughout the supply chain.

### MASS BALANCE



# PURCHASING RTRS CREDITS

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## WHAT ARE RTRS CREDITS?

Through technology support (the RTRS trading platform), the RTRS provides producers with credits equivalent to the certified volume (1 credit per ton of certified soy). These credits may be traded, independently of the physical flow chain.

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## WHO CAN BUY CREDITS?

One of the great advantages of credits is that any individual or organization may support responsible production by buying such credits from an RTRS certified producer: NGOs, final users, banks, industries, companies, traders, governments, etc.

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## HOW CAN I BUY CREDITS?

The first step to buy credits is to obtain a username and password to have access to the RTRS trading platform. To get it, you should contact the RTRS Secretariat at [support@responsiblesoy.org](mailto:support@responsiblesoy.org).

Apart from the username and password, **the RTRS Secretariat will send you a manual explaining in detail how to use the platform.** Besides, the Secretariat will send you the **Licence Agreement for RTRS Licensed Material.** This document contains the Licence number to be used in communications, which proves that the credit buyer knows about allowed claims and correct use of the logo.

After you get the username, password and manual, you can buy RTRS credits by clicking on the following link: <https://platform.responsiblesoy.org>

Once you have entered the platform, the buyer/you may choose between two different ways of buying credits:

(i) **Blind trade:** the credit buyer places a bid for credits (for example, 10,000 credits at USD3 each) and waits until a credit holder accepts the

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# PURCHASING RTRS CREDITS

proposal. The seller and the buyer meet when the transaction is finished. Invoicing and payment take place outside the platform; the RTRS does not take part or collect any fees.

**(ii) Direct trade:** before carrying out the transaction in the platform, the buyer and the seller of credits must agree on a price and number of credits to be traded. Once they have come to an agreement on that, the credit holder enters the platform and transfers the stipulated number of credits to the buyer, without entering the agreed price. Lastly, the credit buyer enters the platform and accepts the transaction. As in the previous option, invoicing and payment take place outside the platform; the RTRS does not take part or collect any fees.

Finally, the credit buyer must validate the credits in the platform (Credit claiming), which means that they cannot be sold to another person. Thus, the credit buyer acquires the right to make corporate claims such as: “We support responsible soy production through the purchase of [x units] RTRS credits”.

The steps to buy credits are summarised below:



## WHY IS THIS A GOOD OPTION FOR ME?

If the main goal of your organization is to contribute to responsible agriculture, this option has great advantages:

- Has direct influence on the agro-ecological environment.
- Rewards producers directly.
- Recognises efforts made by producers of physically unrelated areas through a virtual channel.
- Helps create a critical mass of certified production and prepares the market to evolve towards the physical trade of responsible soy production.



# PURCHASING RTRS CREDITS

## FREQUENTLY ASKED QUESTIONS REGARDING RTRS CREDITS

### How long are credits valid?

All existing credits extend their minimum validity until 31st December 2017. Those credits issued from 1st January 2016 will be valid for 2 years.

### What is the price of credits?

**Credits do not have a fixed price: it is determined by the market.** In the case of blind trade, the credit buyer offers a price and this is only fixed if a producer accepts to sell his/her credits at that price. In the case of direct trade, the price is negotiated between buyer and seller outside the platform.

### How many credits shall I buy?

**One credit is equivalent to one ton of soy product (oil, soybean meal, soybeans).** Therefore, to compensate its impact, organizations must buy a number of credits equivalent to their soy use. To do so, they must make a previous estimate of such use. In order to make this calculation easier, we have created a tool that can be accessed by clicking here ***Soy print Calculator***. See also *How much RTRS material shall I buy?*  
In all cases, claims to be made shall be related to the amount of RTRS material acquired. *See What shall I take into account before making claims?*

### Which are the requirements to buy credits?

Those organizations wishing to buy RTRS credits must meet one of the following requirements:

- **Be RTRS members.**
- **Form an umbrella organization through an RTRS member:** For example, XXX organization is an RTRS member and its suppliers, without being members, may acquire the right to buy credits. Thus, the suppliers of an RTRS member receive a username in the platform to buy credits with a specification: Name of the company + (xxx Supplier).
- **Be small soy consumers (less than 500MT per year):** these small organizations shall pay only an initial fee to have the right to obtain a username and password as well as to make claims on the purchase of credits.



# PURCHASING RTRS CREDITS

## FREQUENTLY ASKED QUESTIONS REGARDING RTRS CREDITS

### **How often shall I buy credits?**

Purchased credits are linked to the calendar year in which the purchase was made. Those organizations wishing to continue making claims related to responsible soy production support must buy credits every year.

### **What claims can I make?**

The RTRS has developed a document called “RTRS Use of the Logo & Claims Policy” which explains the type of claims allowed. Credit buyers shall sign a Licence agreement to confirm that they are aware of authorized claims and to receive the licence number corresponding to their organization. *See [What shall I take into account before making claims?](#)*



# BUYING RTRS PHYSICAL SOY

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## WHAT DOES BUYING RTRS PHYSICAL SOY MEAN?

Buying RTRS physical soy implies ensuring that the purchased soy was produced following the RTRS Standard requirements and that control systems for RTRS products were implemented throughout the value chain, i.e., if there was mixture with non-certified material, it was done in a controlled and permitted way.

Therefore, if your company has a supply chain in place, you must work together with the actors of that chain to be certified against RTRS Standards.

On the other hand, if your company does not have a supply chain in place or if you want to change it, you may plan it by starting with those soy producers who are certified against RTRS Standards. There is a list of RTRS producers available on the RTRS website, which you may access by [clicking here](#):

**Contact the Secretariat at [support@responsiblesoy.org](mailto:support@responsiblesoy.org) to ask for certified producers' contacts.**

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## WHAT STEPS SHALL I FOLLOW?

Buying physical soy requires all the supply chain to be certified against the [RTRS Chain of Custody Standard](#) to guarantee that soy comes from certified sources. This requirement represents a difference with the purchase of credits, which does not require the buyer of certified material to have obtained the chain of custody certification, i.e., in the case of credits, there are no traceability requirements since credits and physical soy production are not connected.



# BUYING RTRS PHYSICAL SOY

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## WHO MUST OBTAIN CHAIN OF CUSTODY CERTIFICATION?

Every organization controlling RTRS Certified soy, soy derivatives and soy products shall obtain chain of custody certification.

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## HOW DO I OBTAIN CHAIN OF CUSTODY CERTIFICATION?

To obtain chain of custody certification, the first step is to access the [Chain of Custody Standard](#). Then, contact any of the Certification Bodies approved by the RTRS to certify Chain of Custody. The list is available [here](#).

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## DO I HAVE TO RECORD THE PURCHASE OF RTRS PHYSICAL SOY IN THE RTRS TRADING PLATFORM?

Recording the physical movements in the RTRS platform has become a requirement since 2014. The incorporation of this requirement makes it possible to follow the traceability of physical flow. Besides, by recording both credit and physical flow sales, better sales and stock statistics may be obtained, among other relevant information.



# IMPLEMENTING SUPPLY SOURCES OF RTRS MATERIAL

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## HOW MUCH RTRS MATERIAL SHALL I BUY?

■ The answer depends on various factors, but a first differential one is **the role that your organization plays within the soy value chain.**

It may be difficult for retailers or members of the food or feed industry to know how much soy they use. A good way to answer this question for them is to use the **Soy print Calculator**, an RTRS-built tool for every company to measure their soy use footprint. You can access the tool by clicking here: [Soy Print Calculator](#).

The use of this tool allows companies to calculate the impact of their soy use and to compensate it by acquiring RTRS material for an equivalent amount.

Other actors such as traders or processors may find it easier to calculate their direct soy use and it is enough for them to define their progressive commitment level towards 100% RTRS supply.

Once their use is calculated, they will know how much RTRS physical soy or how many RTRS equivalent credits to acquire. Regarding credits, 1 credit is equivalent to 1 ton of any soy product (oil, soybean meal, soybean, lecithin, etc.).

Those organizations which do not use soy may also support responsible soy production by acquiring RTRS credits. For example, banks may offer loans at a lower interest rate to certified producers in exchange for credits and, in that way, they guarantee their clients' sustainability through a third party certifying them. Moreover, input suppliers may strengthen the client-company relationship by buying credits from their clients who are also RTRS certified producers.

In all cases, claims to be made shall be related to the amount of RTRS material acquired. *See also [What shall I take into account before making claims?](#)*



# IMPLEMENTING SUPPLY SOURCES OF RTRS MATERIAL

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## WHO CAN I BUY RTRS MATERIAL FROM?

**RTRS certified material comes from a certified producer and the channels to have access to such material may be the physical flow or the credits.** You may buy RTRS material directly from producers or indirectly through companies which have acquired RTRS material in either of these two ways.

Thus, **if your company has a supply chain in place, you must work with the actors of your chain for soy to come from RTRS certified sources.**

On the other hand, if your company:

- does not have a supply chain in place and wants to plan it, or
- wishes to change its present supply chain, or
- wants to support responsible production through the purchase of RTRS credits from producers who are not part of its usual physical soy supply chain,

you may contact soy producers already certified against the RTRS Standard. There is a list of RTRS producers available on the RTRS website, which you may access by [clicking here](#)

Contact the Secretariat at [support@responsiblesoy.org](mailto:support@responsiblesoy.org) to ask for certified producers' contacts.



# HOW CAN I MAKE MY COMMITMENT TO RTRS PUBLIC?

Companies which have consolidated their commitment to sustainability through the purchase of RTRS material may make claims and publications described in the [RTRS Use of the Logo and Claims Policy document](#).

## WHAT SHALL I TAKE INTO ACCOUNT BEFORE MAKING CLAIMS?

**Be sure to:**

- Read the “RTRS Use of the Logo and Claims Policy” document.
- Sign the Licence Agreement for RTRS Licensed Material. This document contains the Licence number to be used in communications, which proves that the credit buyer knows about allowed claims and correct use of the logo.

**Depending on the method of buying RTRS material:**

- Validate credits in the platform (Credit claiming), and/or
- Inform about physical movements in the platform

**MAKE CLAIMS!!**

## WHAT ARE SOME EXAMPLES OF CLAIMS?

### FOR PHYSICAL FLOW BUYERS

LOGO FOR RTRS COMPLIANT PRODUCT, ALLOWED TO BE USED ON PACKAGES. THE ORGANIZATION MAKING THE CLAIM MUST BE IN POSSESSION OF A VALID RTRS CoC CERTIFICATE.

### EXAMPLE OF ON-PRODUCT CLAIM

“This [soy product] OR Soy contained in this [product] is RTRS certified and originated from growers that meet the RTRS standard for responsible soy production.”  
(RTRS Chain of Custody – Segregation module)



# HOW CAN I MAKE MY COMMITMENT TO RTRS PUBLIC?

## FOR CREDIT BUYERS

CREDITS LOGO ALLOWED TO BE USED ON PACKAGES. EVIDENCE MUST BE AVAILABLE TO DEMONSTRATE SUFFICIENT CREDITS WERE PURCHASED TO COVER ALL SOY, SOY DERIVATIVES AND SOY PRODUCTS IN SPECIFIC PRODUCTS OR PRODUCT LINES CLAIMED.

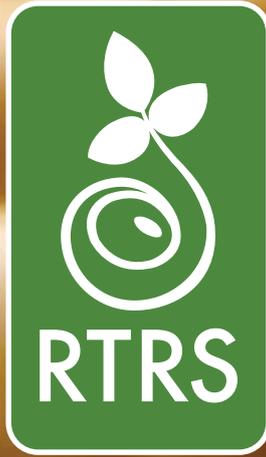
## EXAMPLE OF ON-PRODUCT CLAIM

" [We] OR [name of the organization] support responsible soy production through the purchase of [X units] RTRS credits for [soy product] in our [specific product] OR [product line]" .



SUPPORTING RESPONSIBLE SOY





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