



FEMAS & RTRS

Module For

RTRS Certified Products

January 2012

Additional Requirements for FEMAS Participants
Offering RTRS-Certified Feed Ingredients

TO BE USED ONLY IN CONJUNCTION WITH THE FEMAS CORE STANDARD



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NOTE: Although these Additional Requirements may be translated into various languages for the convenience of users, the English version remains the definitive reference document in the event of any dispute.

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SECTION 1 INTRODUCTION

1.1 Scope

This Module includes the requirements to be met by FEMAS participants making claims that the soya products they offer are RTRS-certified. Compliance with this Module will form part of any FEMAS assessment where a FEMAS participant makes a claim that the soya products they supply are '**FEMAS & RTRS-certified**'.

Compliance with, and certification to, this Module will preclude the need for FEMAS certificated companies selling RTRS-certified products to seek additional certification against the RTRS Chain of Custody Standard. Confirmation of certification to this Module will be included in the FEMAS scope of certification for compliant participants.

Certification against this Module confirms ONLY that a FEMAS participant is able to source and deliver soya products that are already RTRS-certified. Certification against this Module does NOT imply any right for FEMAS participants to confer RTRS-certified status upon products that were not previously certified by an RTRS authorised Certification Body prior to entering the supply chain managed by the FEMAS participant.

This Module has been jointly produced by FEMAS and the Round Table on Responsible Soy (RTRS) Association.

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1.2 How to Use This Module

This Module is laid out in the same format as the **FEMAS International Core Standard**. Where additional requirements exist, the clause reference is to the appropriate section of the **FEMAS International Core Standard**. It is emphasised that the requirements included in this document apply **in addition** to those of the **FEMAS International Core Standard** and are not to be considered in isolation. For clauses where no additional requirements are provided in this document, the original requirements of the **FEMAS International Core Standard** continue to apply without any additions or exclusions.

Certification against this Module is also applicable for participants certified against the **FEMAS Standard for Intermediate Suppliers** that offer RTRS-certified products. In the case of the **FEMAS Standard for Intermediate Suppliers**, clause references may not align in all cases with this document.

1.3 Claims Regarding Joint FEMAS & RTRS-Certified Feed Ingredients

Certification against this Module shall entitle Participants that are also certified against the FEMAS Core Standard to claim that their products are FEMAS & RTRS-certified. Participants must ensure that all such claims comply with the latest RTRS use of logo and claims policy set out in the RTRS Claims and Communication Guidelines.

1.4 Updates to This Document

As an aid to users, each revision of this document will be published with the areas of significant change highlighted in *blue italics*.



1.5 Definitions

Material accounting system – The internal mechanism which an organization uses to track data related to RTRS products. This could, for example, be a database.

Producer - An organization growing soy, i.e. a farmer

RTRS Chain of Custody Certificate Number - A unique number issued by an RTRS authorised Certification Body to an organization that has been positively assessed against the RTRS Chain of Custody Standard

RTRS Claims - The text used to communicate that a product is RTRS certified. Note: RTRS claims differ based on the specific RTRS certification granted.

RTRS Data – RTRS data that are controlled by the organization's Quality Management System. As a minimum this includes identification of products as RTRS certified and the type of RTRS certification associated with any products claimed to be RTRS-certified.

Other RTRS data may include detailed sustainability data.

Segregation / Segregated - Where the certified RTRS product is kept physically separate from any non-RTRS certified product throughout the entire supply chain.

Sustainability Data - Data passed along the supply chain, which relates specifically to the sustainability status of the product and may include, for example: history of the land use where the soy was grown; the region and/or country of origin of the soy.

For additional definitions, please see the FEMAS Core Standard.



SECTION 2 QUALITY MANAGEMENT SYSTEM

2.1 General Requirements

2.1.1 The participant's Quality Management System (QMS) must meet the requirements of this Module.

2.1.2 Participants may opt to utilise a segregated or a mass balance system for FEMAS & RTRS-certified products. Where a mass balance system is used, it must comply with the requirements of this Module. Whichever system is used, it must be declared to customers and recorded throughout the traceability system in accordance with the requirements of this Module.

2.3 Quality Management Structure

2.3.1 Participants must have a nominated person responsible for RTRS matters ('Quality Manager'). The Quality Manager may be known by another title and also have other duties and responsibilities. The Quality Manager must have appropriate authority to carry out the function effectively.

2.3.2 All personnel involved in RTRS-related tasks must be suitably experienced, trained and qualified such that they are competent for the tasks that they undertake. Records of the participant's evaluation of the competence of personnel must be retained and kept updated.

2.4 Documentation Requirements

Participants must produce and implement their own set of operating procedures that incorporate the requirements of this Module.

2.5 Record Keeping

Records relating to the traceability of RTRS-certified raw materials and FEMAS & RTRS feed ingredients must be kept for 5 years.

Participants must maintain a record of all and each RTRS-certified material received and despatched in a material accounting system: These records must specify as a minimum:

- i) Product description
- ii) Quantity
- iii) The supplier's type of RTRS Chain of Custody (CoC) System
- iv) RTRS Certificate numbers of suppliers



2.6 Management of Information Relating To RTRS-Certified Products

Allocation of RTRS Data

The organisation shall prepare annual volume summaries providing quantities (volume or weight) for each product type and Chain of Custody system, as follows:

- i) RTRS-certified material received
- ii) Quantity of RTRS-certified material processed
- iii) RTRS-certified materials in stock
- iv) FEMAS & RTRS feed ingredients in stock
- v) FEMAS & RTRS feed ingredients sold

2.6.1 The participant must ensure that any technical literature supplied to purchasers is accurate and current with regard to the status of any FEMAS & RTRS feed ingredients supplied.

The participant must keep up-to-date with any changes in the RTRS Standards and any obligations with regard to RTRS feed ingredients. In the event of any changes control measures must be adjusted accordingly.



SECTION 3 RESOURCES AND GOOD HYGIENIC PRACTICES

3.2 Personnel

Participants must ensure that personnel training specifically addresses FEMAS & RTRS soya products and relevant personnel are kept up-to-date with any changes in RTRS rules as they occur.

3.4 Storage Facilities

All storage facilities must be operated in a manner that maintains the segregation of RTRS-certified products where this is specified, or the Mass Balance (see 5.6 below) of RTRS products where this is specified.

Where non-RTRS-certified raw materials or non-FEMAS & RTRS feed ingredients necessarily utilise the same facilities as RTRS-certified raw materials or FEMAS & RTRS feed ingredients, formal procedures must be implemented to demonstrate the maintenance of effective segregation or Mass Balance to meet customer specifications and the requirements of this Module.

3.8 Uncontrolled Mixing

i) Participants must ensure that control systems at all levels of the supply chain prevent uncontrolled mixing between RTRS-certified products and non-RTRS-certified products or between RTRS products certified to different standards.

ii) As no tests are effective in discerning the status of RTRS products, participants must carry out verification trials to confirm that the segregation processes throughout the supply chain are capable of maintaining the FEMAS & RTRS status of any feed ingredients supplied.

3.11 Cleaning

Participants must ensure that cleaning practices prevent accidental uncontrolled mixing between RTRS products and non-RTRS products.



3.17 Sieves, Screens, Filters & Separators, Magnets & Metal Detectors

3.17.4 The RTRS status of any screenings returning to the process must be known and appropriate measures taken to avoid any risk of cross-contamination to RTRS feed ingredients.



SECTION 4 TRANSPORT REQUIREMENTS

4.1. General Requirements

All transport used to carry RTRS products must be controlled to avoid any uncontrolled mixing with non-RTRS products.



SECTION 5 PRODUCT MANAGEMENT

5.1.5 Hazard Analysis / Identification (CODEX Principle 1)

The participant must identify mixing of FEMAS & RTRS feed ingredients with non-RTRS-certified products as a hazard and produce a documented risk assessment detailing the controls in place to prevent uncontrolled mixing or substitution between RTRS-certified and uncertified products or RTRS products certified to different standards.

5.1.6 Determination of Control Measures

Controls measures must avoid uncontrolled mixing or substitution between RTRS-certified and uncertified products or RTRS products certified to different standards.

5.4 Assessment of Suppliers

5.4.1 Raw Materials and Feed Ingredient Suppliers

Participants must ensure:

- i) The names and addresses of all suppliers of RTRS certified products are maintained and up-to-date;
- ii) RTRS Chain of Custody certificate numbers are recorded for all relevant certified suppliers;
- iii) The scope of the suppliers' RTRS Chain of Custody certificates are recorded;
- iv) The validity and scope of suppliers' RTRS certificates are verified prior to placing any purchase contracts.

5.5 Sales Contracts

5.5.5 All sales contracts, or related documentation issued as FEMAS & RTRS certified must clearly state the following with regard to any feed ingredients:

- i) Identification of the organization (e.g. name, address, other relevant information)
- ii) Identification of the customer (e.g. name, address, other relevant information)
- iii) Date when the document was issued
- iv) Description of the product contracted
- v) Quantity of the product contracted
- vi) The Chain of Custody System applicable to the raw materials from which the feed material is derived



- vii) The participant's FEMAS-RTRS certificate number (which will be issued by RTRS)

5.6 Process Control

i) Where processing results in RTRS-certified products being split into fractions (e.g. soybeans processed into meal, oil, lecithin, soya proteins, etc) all calculations undertaken to allocate RTRS data to each fraction must be supported by actual processing data (e.g. weighing) or conversion factors validated by actual processing data.

ii) The organization shall specify and document the methodology for calculating the conversion factor(s) and ensure that conversion factors are updated when there are changes to the production process; these should be updated as a minimum each crop year.

Mass Balance

Where this meets the specifications of customers, participants may operate a mass balance system at site level in accordance with the model shown below.



Mass Balance and Non-GM

Where the FEMAS & RTRS product being handled is also Non-GM, both this material and any product mixed with it on a Mass Balance basis must be certified under the FEMAS Non-GM Module

Mass Balance Accounting

Where Mass Balance, rather than segregation, is the chosen system participants must ensure that the tonnage of Mass Balance RTRS product supplied from any given site does not exceed the quantity taken into stock within any reconciled 12 month fixed inventory period (refer to 2.6 above).



Under the Mass Balance system the participant may temporarily overdraw data only when there is evidence that RTRS mass balance purchases are under contract for delivery within the defined inventory period, to cover the RTRS output quantity supplied.

Raw materials can be considered as 'in stock' once the participant has taken legal ownership of the products concerned.

Assignment of RTRS Data

RTRS data assigned to raw materials may be assigned to fractions after processing only in accordance with 5.6 above. RTRS data may not be assigned disproportionately to a particular fraction or transferred to a different commodity.

Carry-over of RTRS Data After Close of Fixed Inventory Period

Where a fixed inventory period is in operation, RTRS data which has not been allocated to output material at the end of the inventory period can be carried over and recorded in the material accounting system for the following inventory period. Carried-over RTRS data is valid for 24 months from the date of the inventory. If the organization allocates less than the available quantity of RTRS data to output materials over 24 months, the data shall expire and be removed from the material accounting system.

5.10 Feed Ingredient Delivery Documents & Labels

Participants may if they wish append the term 'FEMAS & RTRS' to the feed ingredient name on delivery documents and labels associated with feed ingredients supplied in compliance with this Module. The use of this term on delivery documents and labels is only authorised in cases where the specific batch of feed ingredients so identified is confirmed as complying with all requirements of both the FEMAS Core Standard **and** this Module.

Participants must ensure that RTRS-certified products are always supplied with the corresponding RTRS claim on their sales and transport documentation, as set out in the RTRS Claims and Communication Guidelines.

5.14 Traceability

5.14.1 Traceability of Raw Materials

Participants must confirm delivery notes and invoices for goods received include the following RTRS data:

- i) The supplier's RTRS Chain of Custody Certificate number;
- ii) The type of Chain of Custody certified by RTRS for each product.



5.14.2 Traceability of Feed Ingredients

Participants must ensure that delivery notes for goods despatched include the following RTRS data:

- i) Identification of the organization (e.g. name, address, other relevant information)
- ii) Identification of the customer (e.g. name, address, other relevant information)
- ii) Date when the document was issued
- iii) Description of the product delivered
- iv) Quantity of the product sold
- v) The applicable FEMAS & RTRS Chain of Custody System used (i.e. segregated or Mass Balance)
- vi) The participant's FEMAS & RTRS certificate number

5.15 Non Conforming Products

The RTRS status of feed ingredients must be taken into account when considering the management of non-conforming products.

Wherever the traceability of RTRS raw materials or feed ingredients cannot be verified, any affected products must be deemed non-conforming and considered unacceptable as FEMAS & RTRS products.