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Nordic co-operation

Nordic co-operation is one of the world’s most extensive forms of regional collaboration, involving Denmark, Finland, Iceland, Norway, Sweden, the Faroe Islands, Greenland, and Åland.

Nordic co-operation has firm traditions in politics, the economy, and culture. It plays an important role in European and international collaboration, and aims at creating a strong Nordic community in a strong Europe.

Nordic co-operation seeks to safeguard Nordic and regional interests and principles in the global community. Shared Nordic values help the region solidify its position as one of the world’s most innovative and competitive.
Summary

“The Nordic textile re-use and recycling commitment” is a voluntary certification system, which ensures sustainable and transparent handling of used textiles. There are two types of certification: one for collection of textiles aimed for re-use only, and one for collection of both textiles for re-use and textile waste for recycling.

Certification system

The certification system is illustrated in Figure A. The certification system operator (CSO) is responsible for the practical management and administration of the certification system. The CSO is the external window of the system and the primary contact for organisations that wish to certify their operations. The CSO makes decisions with assistance from a certification committee. The collectors may apply for certification if they can prove by third party auditing that they comply with criteria for transparency and environmental performance set up within the certification system. There are 23 criteria for collection of textiles for re-use only, and 26 criteria for collection of textiles for re-use and textile waste for recycling. For each set of criteria there is also an additional criterion if the collector wishes to claim social benefit status. Compliance is checked by a third party auditor. The auditor is an organisation authorised by the CSO to audit and verify the information provided by the collector. Collectors use self-assessment checklists to prepare for an audit. The checklists include the criteria, but also specific documentation requirements for each criterion to be fulfilled by the collector. There is a checklist for each of the two types of certificates available.

Figure A: Illustration of the certification system
Certification process

The principles of the certification process for a collector are briefly described below.

1. Contact the CSO
The collector contacts the CSO by mail or phone and informs of their ambition to apply for certification. The collector needs to inform the CSO about which type of certificate the collector is aiming for.

2. Check compliance with criteria
The next step for the collector is to go through self-assessment using the checklists. The documentation to prove that the criteria are fulfilled needs to be compiled and available to the auditor during the audit.

3. Agreement with auditor
When the collector feels that the necessary preparation is made, the organisation enters into an agreement with an auditor. The collector needs to inform the CSO about which auditor they plan to appoint so that the CSO can make sure that the auditor fulfils the auditor requirements.

4. Audit
The auditor and the collector decide when the actual audit will take place. When the audit is finalised the auditor sends an auditor report to the CSO with information about the collector’s compliance with the criteria. If the criteria are fulfilled the certificate can be issued by the CSO. Certification means that the collector is allowed to use the system logos at collection points and in their marketing material. Certification requires full compliance to all criteria. If the collector fails to comply with one or several of the criteria the collector has a maximum of 90 days from the audit date to correct minor deviations.

Project summary

“The Nordic textile re-use and recycling commitment – Part 2 Implementation” was a continuation of the work carried out in 2013 and 2014 when the basis for a proposal for “The Nordic textile re-use and recycling commitment” was developed. The aim of this project was to test and implement the certification system and the criteria for transparency and environmental performance. The work was initiated by the Nordic Waste Group (NWG) and financed by the Nordic Council of Ministers (NCM). The work was carried out by a project team consisting of IVL Swedish Environmental Research Institute (SE), Ostfold Research (NO), Copenhagen Resource Institute (DE), and Environice (IS). Ramböll acted as subcontractor to IVL.
The key goals of “The Nordic textile re-use and recycling commitment” certification are

- that 50% of collected textiles and textile waste is re-used by 2025 (either in Nordic countries or abroad), and that 90% of the total amount of textiles collected is re-used or where re-use is not possible, recycled
- to double the share of post-consumer textiles that are collected separately across the Nordic region in 2025 compared to 2012
- to aim towards closed-loop recycling rather than down-cycling
- to eliminate the illegal collection, export and trading of post-consumer textiles
- to increase transparency of the fate of collected textiles, the purpose of the collection, and increase public confidence in collecting organisations.

Participation from textile collectors in the trial was essential in order to test and validate the criteria and the certification process. The trial aimed to be flexible and to test the boundaries of the criteria in terms of transparency, traceability and whether they were reasonable in the current operating environment. The collectors participating in the trial were Myrorna (SE), Fretex (NO), UFF Denmark (DK), and H&M Norway (NO). Bureau Veritas and Miljöfyr torn were used as interim auditors, and IVL worked as the CSO during the project. A Nordic reference group consisting of actors involved in different parts of the value chain gave feedback and input to the project process. Three reference group meetings were held. A website (www.textilecommitment.org) was created to communicate the project and the future certification system.

The CSO will be appointed by the NWG on behalf of the Nordic Council of Ministers to run the certification system. NWG is likely to procure the role as CSO on a one or two year basis. After this initial one to two-year period, the certification system should be able to bear its own costs and continue without additional funding from NWG. This process is likely to start in the beginning of 2017, and the certification system will hopefully be operational soon after that.
1. Introduction

Textiles as a product group is associated with significant environmental impacts, and the consumption of textiles has risen drastically in recent years. At the same time, separate collection levels are generally low in the Nordic region: 350,000 tons of new textiles are put on the market each year in the Nordic countries, but only 120,000 tons of used textiles are collected. The remaining textiles typically end in residual waste (Palm et al. 2015).

Collection of textiles for re-use and recycling is currently performed mostly by charities, which sell the textiles to raise money for social work and similar activities. There are no specific regulations governing the management of textile waste in the Nordic region. Charities perform a vital task in creating value out of used textiles on a voluntary basis, but there is a need for a common standard to increase the levels of re-use and, particularly, high-grade recycling.

“The Nordic textile re-use and recycling commitment” is a voluntary certification system with two types of certificates, one for collection of textiles aimed for re-use only, and one for collection of both textiles for re-use and textile waste for recycling. The collectors may apply for the certificates if they can prove by third party verification that they comply with the criteria for transparency and environmental performance. The key goals of the commitment are

- to double the share of post-consumer textiles that are collected separately across the Nordic region in 2025 compared to 2012
- that 50% of collected textiles and textile waste is re-used by 2025 (either in Nordic countries or abroad), and that 90% of the total amount of textiles collected is re-used or where re-use is not possible, recycled
- to eliminate the illegal collection, export and trading of post-consumer textiles
- to increase transparency of the fate of collected textiles, the purpose of the collection, and increase public confidence in collecting organisations.

This report summarises the work in the project “The Nordic textile re-use and recycling commitment – Part 2 Implementation”. 
1.1 Background to “The Nordic textile re-use and recycling commitment”

In 2010, the Nordic Prime Ministers formed a working group for green growth. In 2011, the group identified eight specific target areas where joint Nordic cooperation was considered beneficial for the Nordic countries. Further work was delegated to the Nordic Council of Ministers. The green growth initiative launched by the Prime Ministers was called The Nordic Region – leading in green growth.

One of the eight priority areas was resource efficiency and life cycle thinking in the waste management sector. Responding to this, the Nordic Waste Group (NWG), under the Nordic Council of Ministers, initiated the umbrella project “Resource-efficient recycling of plastic and textile waste”. In 2012, a preliminary study was carried out to explore the potential for increased recycling of plastic and textile waste in the Nordic region.

NWG subsequently developed six projects based on the preliminary study: three on textiles and three on plastics. “The Nordic textile re-use and recycling commitment” was one of the three textile projects. The two others were “A Nordic strategy for collection, sorting, re-use and recycling of textiles” and “An extended producer responsibility (EPR) system and new business models”.

During 2013 and 2014 the basis for a proposal for “The Nordic textile re-use and recycling commitment” was developed. The commitment included a code of conduct and a certification system to promote an increased re-use and recycling of used textile and textile waste in the Nordic region. Criteria for operation and certification were suggested to ensure that legitimate collectors would be given an advantage and possibilities for an increased market by making their management of textiles more transparent. The system was however not tested or fully operational, and a future need for trials was indicated. 12 actors in the value chain of used textiles committed to supporting implementation of the certification system (Palm et al. 2015).

Progress has been made since the initial development of “The Nordic textile re-use and recycling commitment”. The original set of criteria within the code of conduct was tested and revised in this implementation project carried out during 2015 and 2016. The name “code of conduct” was changed to “Standard for transparency and environmental performance” in order to better capture the content of the criteria. Later in the project it was simplified further to “Criteria for transparency and environmental performance”. One planned certificate was turned into two; one for collection of textiles aimed for re-use only and one for collection of textile for re-use and textile waste for recycling. This change was needed due to legal implications, and the fact that all collectors might not be willing to take the administrative burden that collection of waste incurs.

Another development is that the original idea of having “The Nordic textile commitment” as an overall commitment to be signed by a variety of actors was abandoned in this project. Originally, the actors signing the commitment had to comply with certain criteria, but it was unclear how to control compliance. The signing
procedure of the commitment has thus not proceeded. This is to avoid confusion about the meaning of the commitment and the certification system.

1.2 Aim of the certification system and this project

“The Nordic textile re-use and recycling commitment” certification aims to decrease the environmental impact of textile consumption and to strengthen the competitiveness of the Nordic region by increasing re-use and recycling of textile waste generated in the Nordic countries.

The key goals of the commitment are

- to double the share of post-consumer textiles that are collected separately across the Nordic region in 2025 compared to 2012
- that 50% of collected textiles and textile waste is re-used by 2025 (either in Nordic countries or abroad), and that 90% of the total amount of textiles collected is re-used or where re-use is not possible, recycled
- to eliminate the illegal collection, export and trading of post-consumer textiles
- to increase transparency of the fate of collected textiles, the purpose of the collection, and increase public confidence in collecting organisations.

Certified actors comply with the criteria for transparency and environmental performance (previously called code of conduct) for all phases of the collection, sorting, re-use and recycling processes of used textiles and textile waste. There are two types of certification: one for collection of textiles aimed for re-use only and one for collection of textile for re-use and textile waste for recycling. The re-use target for collection of textiles aimed for re-use only is that 80% of the collected textiles must be re-used, and that 90% must be re-used or recycled. For collection of textiles for re-use and textile waste the target is 50% re-use and 90% re-use and recycling.

By undergoing the certification process, collectors of textiles for re-use and/or textile waste for recycling will be able to document that the collection and further management fulfil the demanded requirements, and that the process is transparent and reliable. “The Nordic textile re-use and recycling commitment” certification system will reassure consumers that textiles delivered to certified collectors are treated in an environmentally responsible and transparent manner, and it will help local authorities to identify responsible textile collectors for public collection points.

This project summary report presents the implementation project of “The Nordic textile re-use and recycling commitment”. The aim was to test and implement the certification system and the criteria for transparency and environmental performance. The project goals were to:
1. Perform a one-year trial of certified collection and textile management in one larger region and one municipality including sample checks of compliance with certification.

2. Audit 3–6 actors including collection, sorting, recycling and sales of second hand textiles.

3. Communicate and promote the commitment as a guarantee for legitimate and sustainable management of used textiles through websites, collection points and second hand stores.

1.3 Participating collectors

Participation from textile collectors in the trial was essential in order to test and validate the criteria and the certification process. The trial aimed to be flexible and to test the boundaries of the criteria in terms of transparency, traceability and whether they were reasonable in the current operating environment. According to the project description, 3–6 actors should take part in the trial. The participating collectors should preferably be located in different Nordic countries, and represent a mix of both charities and commercial actors.

Myrorna and Fretex had shown interest in participating in the trial at an early stage and were therefore chosen after approval by NWG, along with UFF Denmark and H&M Norway. The project group also tried to engage a smaller actor in the trial, but did not succeed.

1.4 Project outline

The project group included four organisations; IVL Swedish Environmental Research Institute (IVL), Copenhagen Resource Institute (CRI), Ostfold Research, and Environice. The project was managed by IVL. Ramböll acted as a sub-contractor to IVL.

The project work was divided into five tasks to run between April 2015 and September 2016 in accordance with the original time plan. The project was prolonged until December 2016 to incorporate results from a legal assessment of the criteria performed by a Danish law firm on behalf of the NWG. The report from the legal assessment is in Appendix 7.

The project activities are listed, and briefly described below. They are further described in Chapter 2.

- Activity 1: Nordic reference group:
  This task included formation of the reference group as well as organising and implementing three reference group meetings (see Chapter 2.1 for more details). The reference group was also consulted and kept informed between the meetings by email. The role of the reference group was to ensure a clear
focus in the project and provide input on criteria relevance and practical issues related to the implementation of “The Nordic textile re-use and recycling commitment” certification. Notes from the reference group meetings were made available to the public on the project website.

- **Activity 2: Website and communication material:**
  Within activity 2 a project website was set up (see more under Chapter 2.2). Activity 2 was also home for the communication efforts made in the project, for example press releases, information on participating organisation’s websites etc.

- **Activity 3: Certification system operator:**
  IVL had the role of certification system operator (CSO) during the project with the help from the other team members. Efforts were made to find a CSO willing to take over the role as CSO after the finalisation of the project. Results from Activity 3 are presented in Chapter 5.

- **Activity 4: Development of checklists and appointment of interim auditors:**
  Checklists to be used by participating collectors in the trial (Activity 5) were created on the basis of the original set of criteria. The format and the comprehensiveness of the developed checklists were tested in Activity 5, and thereafter subject for revision several times. When two types of certificates were introduced two checklists needed to be developed. There is more information about the checklists in Chapter 2.3. Activity 4 also included appointment of interim auditors, see Chapter 2.6, where requirements for the interim auditors had a main role.

- **Activity 5: Trial of the developed system:**
  This task included test of compliance with the original set of criteria with four organisations participating in the trial; Myrorna (Sweden), Fretex (Norway), UFF Denmark (Denmark), and H&M (Norway). The process was meant to be flexible and seen as a test of boundaries in terms of transparency, traceability, and reasonability of the criteria. All organisations went through third party verification by the interim auditors. The format and comprehensiveness of the checklists was also part of the trial. The results from the audit are presented in Chapter 3. Activity 5 also included estimation of certification and audit costs, and revision of documents developed within the project.

### 1.5 Explanations of terms

- **Auditor:**
  The auditor is an organisation authorised by the Certification System Operator to audit and verify the information provided by the collector prior to certification.

- **Certification system operator (CSO):**
  The CSO is the body that maintains the certification system and issues certification.
• **Checklists:**
  Collectors use self-assessment checklists to prepare for audit. The checklist includes the criteria for transparency and environmental performance, but also specific documentation requirements for each criterion to be fulfilled by the collector. There is a checklist for each of the two types of certificates available.

• **Criteria:**
  The criteria need to be fulfilled by collectors applying for certification. The compliance is checked by a third party auditor.

• **“The Nordic textile re-use and recycling commitment”:**
  “The Nordic textile re-use and recycling commitment” is a voluntary certification system for collectors of textiles. There are two certificates available: one for collection aimed for re-use only and one for collection of textile for re-use and textile waste for recycling.

• **Re-use:**
  Any operation by which products or components are used again for the same purpose for which they were conceived.

• **Preparing for re-use:**
  The definition of preparing for re-use is checking, cleaning or repairing recovery operations, by which products or components of products that have become waste are prepared so that they can be re-used without any other pre-processing. The correct term for the certification type named “collection of textiles for reuse and recycling” from a legal point of view is most probably “collection of textiles for preparation for reuse and recycling” as textiles collected in a mixed fraction is to be regarded as waste, and that “preparation for reuse” is a waste operation (see further in Chapter 1.6). However, in order to facilitate the terms used within the certification system this certification type is henceforth called “collection of textiles for reuse and recycling”.

• **Recycling:**
  Any recovery operation by which non-reusable materials are reprocessed into products, materials or substances whether for the original or other purposes.

• **Recovery:**
  In a legal sense recovery means “preparing for re-use”, “recycling” and “incineration with energy recovery”. In the context of the Commitment, recovery refers to energy recovery through incineration or co-incineration, where the principal use of the waste is as a fuel.

### 1.6 Products or waste

In a legal context an object is considered either waste or non-waste. This is reflected in the waste hierarchy stipulated in Article 4 of the Frame Work Directive on Waste. The waste hierarchy dictates the priority order for how waste shall be managed. First waste should be prevented, which also includes re-use, and if this is not possible waste
should in the following order be prepared for re-use, recycled, or used for other recovery, e.g. energy recovery. The last option is disposal by incineration without energy recovery or landfilling.

Used textiles intended for re-use that can be used again for the same purpose for which they were conceived would be classified as products. Re-use is in a legal context considered a preventive measure, which is taken before an object becomes waste.

If, for example, used clothing is delivered to a collection container installed for collection of textiles for re-use only, or if the clothing is delivered to a second hand shop with the intention of re-use, the used clothing is considered a product and not waste. This is the case even if all of the collected textiles collected for re-use are not in the end re-used. But if textiles are delivered to a container for textiles for re-use and recycling the collected amount will, due to this mixing, be classified as waste. From an EU law perspective, the collection of used clothing in containers comprising both textiles for preparation for re-use and textile waste for recycling is most probably a waste operation. As a result the collector is considered a waste collector and also a holder of waste until the waste has been prepared for re-use or has been recycled etc. More information is found in the legal assessment report (Aagaard Truelsen and Janfelt, 2017), Appendix 7.

Figure 1: Terminology of the Framework Directive on Waste: Product vs. Waste (Aagaard Truelsen and Janfelt, 2017)
2. Method

This chapter presents the main methods and approaches used in the project in order to propose how the future certification system will be run. The project has been structured according to the activities listed in Chapter 1.4.

2.1 Nordic reference group

A Nordic reference group consisting of actors involved in different parts of the value chain was created to give feedback and input to the project process and to ensure clear focus in the project. Selection of reference group members was based on involvement in the development of “The Nordic textile re-use and recycling commitment”, i.e. the project that formed the basis for this implementation project. A maximum of 15 members was set to reduce the administrative burden for the project group and to facilitate for smooth reference group meetings where everyone gets the chance to be heard. The reference group was approved by NWG. The final composition of the reference group is listed in Appendix 1. The reference group members were also listed on the website.

The reference group met three times during the project. The project researchers also consulted and informed the reference group for different issues during the project.

2.1.1 Reference group meeting 1

The first reference group meeting was held in June 2015 and introduced the project, the project’s aims, process and planned work for the reference group. The focus was to inform the reference group and provide the opportunity to give feedback and share opinions and guidance to the project group rather than solicit opinions in specific questions. Issues such as the structure of the draft checklist and the focus of the certification on specific actors in the management chain of textiles and textile waste were discussed in more detail. Minutes from the reference group meeting were made public on the project website (www.textilecommitment.org).

In this reference group meeting it was decided that only collectors and sorters of textiles for re-use and textile waste for recycling should be able to apply for certification. This was later changed to collectors only, see Chapter 2.3.

2.1.2 Reference group meeting 2

The second meeting (held in February 2016) was more of a working meeting, where the reference group was expected to give feedback on detailed information revealed
in the project. A revised set of criteria, mainly based on the results from the trials, was
distributed before the meeting. The lion’s share of the meeting was spent discussing
the revised set of criteria presented by the project group. Suggestions from the
project group on the requirements for third party auditors were also discussed, as well
as the functioning of the certification process and the results from trials with three out
of four participating collectors.

The following issues were discussed in reference group meeting 2:

- Revision of criteria.
- Requirements for auditors.
- Certification process.

2.1.3 Reference group meeting 3

The third reference group meeting was held in November 2016. The final proposal for
the certification process, including the role and function of the certification
committee, the auditor requirements, and the certification system operation were
presented and discussed. The status of the legal assessment carried out by the Danish
law firm Energi & Miljø was also presented. Some specific issues were discussed, there
among the re-use rate for collection of textiles for re-use only, the system fees and the
need for site visits during audits.

2.2 Website and communication

A website was created to communicate about the project and the future certification
system. Flexibility, user-friendliness, cost-efficiency and possibilities for quick updates
were key demands for the project website. The choice therefore fell on the website
tool WordPress. The domain name www.textilecommitment.org was chosen.

The website needed to fulfill numerous purposes. It should be the main
communication tool for “The Nordic textile re-use and recycling commitment”
certification, and ensure an open project process and communication to a wider
audience than the reference group. The website audience was:

1. The general public.
2. Actors that might apply for certification.
3. Certified actors.
4. Local authorities.

All information on the website should be relevant for the above-mentioned actors. A
draft website was created with information about the project and the history of “The
Nordic textile re-use and recycling commitment”, the project organisation, reference
group, trial phase etc. The reference group was invited to give feedback on the website and its content. The few comments received were acted upon.

The website is available in English, Swedish, Danish and Norwegian. The website was updated with information such as minutes from the reference meetings, and revised checklists. The reference group meetings and accompanying agendas were also announced beforehand on the website to allow actors outside the reference group to make suggestions to the project process.

The initial idea was to create a map of collection points based on information from the participating collectors and to give a similar overview on the website. At the first reference group meeting this idea was, however, abandoned as the collectors expressed fear of the risk of theft from the collection points.

2.2.1 Communication

In addition to the project website, the project and “The Nordic textile re-use and recycling commitment” certification was communicated through other communication channels. A press release was sent out from IVL, VA Syd and the Swedish EPA in March 2015 and received national press coverage as newspapers such as Dagens Nyheter, Göteborgsposten and Metro picked up the piece of news and wrote about the project and the commitment. UFF Denmark, Copenhagen municipality, CRI, IVL, Ostfold Research and Myrorna informed about the project and the coming certification system on their respective websites. The planned certification system and the trial phase were also presented on a number of seminars.

It was decided not to print leaflets about the certification system and the trial in the implementation project due to the risk of having incorrect information in the leaflets due to revision. The project did, however, develop communication material that could be used by the future CSO when communicating about “The Nordic textile re-use and recycling commitment” certification, see Chapter 5.3.

2.3 Creation of checklists

2.3.1 First version of checklist

The project group developed self-assessment checklists for actors applying for certification. In addition to the criteria the checklists included specific questions to be fulfilled by actors in the value chain of used textiles.

Initially, the project group created self-assessment checklists for different actors in the value chain; collectors, sorters, recyclers, transporters, exporters, re-users, and auditors. This turned out to be too complicated and introduced a significant administrative burden on the CSO.

By certifying only textile collectors and requiring that they provide information about the entire downstream value chain, the administrative burden for the certification system operator is reduced. This also seems logical and consistent with
other certification systems, for example, documentation demands for eco-labelling products fall on the actor marketing the product. It is then up to this actor to apply pressure further down the value chain, for example on manufacturing and transportation.

In addition to collectors, it was decided that sorters would also be eligible for certification, as it could be advantageous to have a certificate to show when contacting possible customers, i.e. collectors of textiles and textile waste. The project group’s suggestion to enable collectors and sorters to apply for certification was discussed during the first reference group meeting. There was a consensus in the reference group that this was the right way forward. However, the project group later decided that only collectors should apply for certification. This was motivated by the fact that the collectors are the actors in the value chain facing consumers, and that much of the sorting takes place outside the Nordic region.

Development of the checklists proved to be a heavier challenge than expected. The first version of the checklist for collectors was discussed in separate meetings with the collectors participating in the trials, with the aim of soliciting feedback that would help improve and streamline the checklists. This was an informative and necessary process, enabling more clarity in the description of criteria, and enabling the questions in the checklist to be made more precise. The project group also received feedback on the format of the checklist, and was asked for a simpler structure with less repetition. The interim auditors gave the same kind of feedback as the collectors; the format needed to be simpler, and the requirements to fulfill the criteria more precise.

### 2.3.2 Second version of the checklist

After some adjustments the checklist was used in the trial audits, and revised based on results and experience gained in the trials. From the trial audits, it was apparent that it was more suitable to outline the documentation requirements rather than making the collectors answer questions related to each criterion. The trial served its purpose, as it would not have been possible to produce reasonable documentation requirements without testing the checklist. Thanks to the trial, the project group gained valuable insights about the requirements in terms of type of data and documentation that is possible to require from a realistic point of view.

### 2.3.3 Need for two versions of the checklist

Originally a single certification was envisaged: one that covered collection of all textiles (both textiles for re-use and textile waste). The inclusion of textile waste, however, introduced rather complicated legal implications for collectors, as they would be required to be approved waste collectors. To circumvent this issue, two types of certification will be offered: one for collection of textiles for re-use only, and

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1 E.g. The Nordic Swan, EU flower.
one for collection of textiles aimed for re-use and textile waste recycling. As a consequence of this, two versions of the checklist were developed. Read more about the need for two types of certificates in Chapter 2.9.

The work on the checklists was an iterative process with continuous dialogue between involved actors. The main stages in the process of creating the checklists are illustrated below.

Figure 2: The process of creating checklists
2.4 Quantitative information on textile flows

Early on in the development of the checklist, it was concluded that quantitative information about collection and management of textiles and textile waste was necessary. This would allow the verification of re-use and recycling rates, but also provide a general understanding of the textile flows. A flow chart tracking textile material flows was added to the checklist together with an accompanying table to be filled in by the collectors.

Defining the system boundaries was a crucial aspect in creating the flow chart as it determines how far along the value chain the collectors need to document. At the second reference group meeting it was agreed that the system boundaries should end at the input to C1–C5 in the flow chart, Figure 4. This means that the collector does not need to report the outputs from C1–C5, for example the loss of textiles in the recycling processes (C3).

Figure 3: Flow chart in the checklists

FLOW CHART

2.4.1 How to calculate re-use and recycling rates

A subject of continuous discussion throughout the project was how the re-use and recycling rates should be calculated. At the second reference group meeting it was finally agreed that the re-use and recycling rates will be calculated on the basis of collected textiles sent for re-use/recycling divided by the total amount of collected textiles:
• **Re-use rate (%)**: Amount of collected textiles sent to re-use (tonnes/year) / total amount of collected textiles (tonnes/year).

• **Recycling rate (%)**: Amount of collected textile waste sent to recycling (tonnes/year) / total amount of collected textiles (tonnes/year).

The re-use and recycling rates shall be calculated for textiles only (not original textiles). Shoes, bags and accessories can be included, but it should be clearly noted in the quantitative information in the checklists. All collected textiles shall be documented with weight and source of origin. The minimum requirement is to weigh collected textiles at reloading stations and in shops.

### 2.5 Appointment of interim auditors

Third party auditors were used to perform trial audits of the participating collectors. Auditors can be individual verifiers, accredited organisations or both. The project group appointed two auditors to take part in the trial; Bureau Veritas and Miljöfyrtorn. By using more than one auditor the project group had the possibility to receive input and feedback in order to improve the checklist, criteria and the certification process from two different actors.

#### 2.5.1 Bureau Veritas

Bureau Veritas is a global testing, inspection and certification consultancy. Bureau Veritas operates globally and holds 60+ accreditations to deliver locally accredited certification and verification services. It has 14,000 offices in 140 countries, 66,000 employees and is one of the world’s largest testing, inspection and verification companies, delivering services in the fields of quality, safety, environmental protection and social responsibility.

Bureau Veritas Denmark provides certification and auditing under ISO standards (for example, 50001, 9001, 14001 and 22000), EMAS, as well as *inter alia* energy certification and FSC certification. As such, it is well positioned to provide useful feedback on the content and processes involved in the Nordic Commitment. Bureau Veritas Denmark has accreditations, for example for several ISO standards, from DANAK (The Danish Accreditation Fund).

The Danish branch was engaged to undertake the verification of the documentation provided by UFF Denmark. In practice, Bureau Veritas and UFF worked closely during the process, with Bureau Veritas providing vital guidance and support throughout. It is anticipated that such support will not be necessary in the future.

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1 Bureau Veritas Certification Holding SAS France: ISO/TS 16949 (IATF), CDM (UNFCCC), SA8000 (SAAS), ISO 9001, ISO 14001, IRIS (UNIFE), FSC (ASI) and Bureau Veritas Certification Holding SAS UK Branch: ISO 9001, ISO 14001, ISO/FSSC 22000, BRC, ISO 27001, EMAS, EN9100/9110/9120, EUETS (UK).
The working version of the certification scheme, and was only necessary here to support the trial phase. This continuous dialogue with the third party verifier was accepted and needed in the trial phase. When the certification system is operational the auditor will only be involved in the actual audit. If the collectors need help to prepare for the audit they will have to hire such help.

2.5.2 Miljøfyrtårn

Miljøfyrtårn (Environmental lighthouse) is a Norwegian environmental management system (http://www.miljofyrtarn.no). The national certification system is run by Stiftelsen Miljøfyrtårn (translation: The Environmental Lighthouse Foundation). The foundation was established in 2003 by key organisations in business and public administration. The founders were: The Enterprise Federation of Norway (Virke), Confederation of Norwegian Enterprise (NHO), The Norwegian Confederation of Trade Unions (LO), Bedriftsforbundet, KS (municipal sector employer organization), Innovation Norway, Buskerud county, Nordland county, Municipalities: Bergen, Drammen, Haram, Kristiansand, Larvik, Oslo, Ringsaker, Stavanger, Tromsø, Trondheim and Ålesund.

The Miljøfyrtårn system offers (translation): “relevant, concrete and profitable environmental certification that helps private and public organisations to show environmental responsibility in practice”. Miljøfyrtårn certificates can be issued to private and public organisations, both large and small. The key philosophy is that the system should be an efficient environmental management tool, enabling organisations to take practical steps for responsible environmental management, including continuous improvement. Specified criteria for many different sectors are available and used during the certification process. The audits are performed by independent Miljøfyrtårn certified auditors. Miljøfyrtårn certified organisations must supply an annual climate and environmental report and be audited every three years. Nearly 5,000 Norwegian organisations had obtained Miljøfyrtårn certification by June 2016. The Miljøfyrtårn certificate is approved by Norwegian authorities as documentation of an environmental management system required for public procurement processes.

Miljøfyrtårn certification requires that the auditor (Miljøfyrtårn sertifisør) is impartial. This means that they have no previous employment for the specific client and no direct connection (e.g. ownership etc.). If someone has been a consultant for the company (e.g. to ensure that a company’s Miljøfyrtårn work will fulfil the requirements for certification), then they cannot certify the company. Further information about the requirements for auditors in the Miljøfyrtårn system can be found here (in Norwegian) http://www.miljofyrtarn.no/sertifiserer-ny/2-uncategorised/464-sertifisør-karriere.

Participation in approved training courses and annual approval must be in place in order to be an approved Miljøfyrtårn auditor. These activities and the approval process are coordinated by Stiftelsen Miljøfyrtårn. Stiftelsen Miljøfyrtårn maintains a public list of approved auditors and consultants. Companies wishing to gain Miljøfyrtårn certification often use a Miljøfyrtårn consultant for advice before the audit occurs. The
consultant the company uses cannot be the auditor. Consultants are also required to attend training by Stiftelsen Miljøfyrtårn and maintain their annual approval, by fulfilling the requirements of Miljøfyrtårn. The local municipality and Miljøfyrtårn auditor (assigned by Stiftelsen Miljøfyrtårn) sign the certificate to approve the company as certified according to Miljøfyrtårn branch requirements for their organisation. Not all approved Miljøfyrtårn consultants are approved auditors within the scheme (the auditor approval has additional requirements to the consultant role and the auditor work is also different from the advisory nature of the consultant role).

### 2.6 Requirements for auditors

Reliable auditors are crucial for a trustworthy and reliable certification system. Two different models (presented in Figure 5) for the requirements for auditors were presented and discussed on the second reference group meeting. The main difference between these two models is that the first model excludes all auditors that do not belong to a certification body accredited for ISO 14001 *Environmental management systems* and ISO 19001 *Quality management systems*, thus complying with ISO 17021 *Conformity assessment – Requirements for bodies providing audit and certification of management systems*. Having accreditation for these ISO standards was regarded as a proof of having competence for third party auditing within “The Nordic textile commitment”. The second model opens up for exceptions for other “nationally recognised certification bodies”. In the first case the CSO can approve the auditor, but in the latter case the auditors must be approved by the CSO and the Certification Committee on a case by case basis.

The reference group preferred Model 2. Motivation for this decision was that the certification system should aim to be flexible, and that the credibility of the certification system is assured through the approval of the potential auditors by the CSO and the Certification Committee. Ideally, there would be an accreditation body for “The Nordic textile re-use and recycling commitment” certification, but as it is not an international well-known standard it is not possible at this stage.
Figure 4: Two different alternatives for auditor requirements. Model 2 was chosen

<table>
<thead>
<tr>
<th>Model 1</th>
<th>Model 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The auditor:</td>
<td>The auditor:</td>
</tr>
<tr>
<td>Must be part of a certification body with accreditation for ISO 9001</td>
<td>Must be part of a certification body with accreditation for ISO 9001</td>
</tr>
<tr>
<td>Quality Management Systems and ISO 14001 Environmental management</td>
<td>Quality Management Systems and ISO 14001 Environmental management</td>
</tr>
<tr>
<td>systems, thus complying with ISO 17021 Conformity assessment –</td>
<td>systems, thus complying with ISO 17021 Conformity assessment –</td>
</tr>
<tr>
<td>Requirements for bodies providing audit and certification of</td>
<td>Requirements for bodies providing audit and certification of</td>
</tr>
<tr>
<td>management systems.</td>
<td>management systems.</td>
</tr>
<tr>
<td>Must have knowledge and understanding of the criteria.</td>
<td>Exceptions can be made if the certification body is nationally</td>
</tr>
<tr>
<td>Must be impartial and objective.</td>
<td>recognised and approved by the CSO in consultation with the</td>
</tr>
<tr>
<td></td>
<td>Certification Committee.</td>
</tr>
</tbody>
</table>

Pros and cons of model 1:

+ Makes it easier for the CSO to approve or disapprove auditors.
+ Relies on international well-known standards.
+ Makes the comparison between auditors easier.
- Smaller range of options for collectors.
- Could result in higher certification costs for the collectors.
- May lead to exclusion of nationally well-known quality/environmental management systems.

Pros and cons of model 2:

+ Makes it more demanding for the CSO and Certification Committee to approve auditors.
+ Larger range of options for collectors.
- More difficult to communicate as the nationally recognized systems might be unheard of in the rest of the Nordic region.
- Could jeopardize the trustworthiness of the certification system.
2.7 Compliance with criteria

Two different alternatives for addressing instances where not all criteria are met were discussed in the second reference group meeting. Should the certification system require full compliance with all criteria or could deviations be accepted?

One option is to require full compliance. If some criteria are not met, the collector has a maximum of 90 days from the audit date to correct minor deviations. If the deviations are far-reaching and cannot be solved within 90 days, the audit has to be carried out again in full. This is inspired by ISO certifications (Jensen, 2016).

The second option is to require that the selected “key criteria” are fulfilled. Within 90 days from the audit date the collector needs to present actions plans on how to correct the deviations that were revealed in the audit. If the action plan is approved by the auditor, the auditor sends an audit report to the CSO confirming that issuing of certificate is recommended. The CSO issues the certificate, but a re-audit needs to be carried out within a year of the first audit to find out if all actions have been implemented so that full compliance is reached. The two different options are presented in Figure 6.

Figure 5: Two different options for action if criteria are not met. Alternative 1 was chosen

With the help of the reference group, the decision was made to go for Alternative 1. This was mainly motivated by its simplicity, and the wish not to complicate things too much. In addition, the certification system is likely to be more understandable if it is as clean-cut as possible.
2.8 Revision of criteria

The original set of criteria included 38 criteria divided into eight groups:

- Information, transparency and reporting.
- Collecting.
- Sorting.
- Recycling.
- Re-use (including sales).
- Export.
- Environmental performance.
- Social performance.

Based on new insights and experience gained in the project, as well as results and feedback from the trials, the project group suggested several changes to the original criteria. The suggestions were discussed in detail during the second reference group meeting. The revision of the criteria together with motivation for the need to revise or add/delete criteria are presented below. Please note that only the criteria subject to change are presented in Table 1 (without numbers). The numbering of the criteria has changed as a result of the revision. The final lists of criteria are presented in Appendix 4 (collection of textiles for re-use only) and Appendix 5 (collection of textiles for re-use and recycling).
Table 1: Revised criteria with motivation for revision

<table>
<thead>
<tr>
<th>Original criterion</th>
<th>Revised criterion</th>
<th>Motivation for revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>All statements in the code of conduct stated as “shall” shall be verifiable during certification or recertification.</td>
<td>Criterion is removed</td>
<td>The criterion is deleted and instead inserted as a statement in the checklist.</td>
</tr>
<tr>
<td>Traceability of textiles shall be possible until end users being either private customers or recycled products.</td>
<td>Traceability of textiles shall be possible from collection to the input of C1-C5 (see flow chart i checklist), i.e. the collector shall be able to document the quantities of sorted textiles sent to second-hand sale in the sorting country, second-hand sale in a third country, recycling, energy recovery, and incineration without energy recovery or to landfill.</td>
<td>A definition of end-users was needed.</td>
</tr>
<tr>
<td>The collector is responsible for gathering all downstream information. If cooperation is made with a downstream signatory, the combined activities shall fulfill the criteria.</td>
<td>The collector is responsible for gathering the required information. This includes relevant information from third party organisations required to fulfill the criteria.</td>
<td>The wording “All downstream information” was considered too vague.</td>
</tr>
<tr>
<td>Documentation shall include receipts of all transfer of textiles to and from signatories and sorters, resellers or recyclers. Sorters, resellers and recyclers shall be able to verify the fate of received textiles (overall or specific to signatory) either directly with receipts or via third party certification.</td>
<td>Documentation shall include receipts of all transfer of textiles to and from collectors and sorters, resellers or recyclers. Sorters, resellers and recyclers shall be able to verify the fate of received textiles (overall or specific to signatory) either directly with receipts or via third party certification.</td>
<td>“Signatories” was changed to “Collectors” as the term signatories turned out to be confusing.</td>
</tr>
<tr>
<td>All collected textiles shall be documented with weight or volume and source of origin.</td>
<td>All collected textiles shall be documented with weight and source of origin.</td>
<td>Data cannot be compared, or aggregated, if some actors use weight and others volume. It is better to specify that weight must be used. Volume is a less accurate measurement, due to estimations and different densities. The minimum requirement is to weigh collected textiles at reloading stations and in shops, which is clarified in a footnote in the checklist.</td>
</tr>
<tr>
<td>Collectors shall accept all other textiles that are clean and non-hazardous. This includes torn, worn-out and incomplete textiles (e.g. single socks). This should be made clear to the consumer.</td>
<td>Collectors shall accept all textiles, i.e. both textiles for re-use and textile waste. This includes torn, worn-out and incomplete textiles (e.g. single socks). This should be made clear to the consumer.</td>
<td>The collectors do not know how to approach the criterion. How should they know if they receive textiles containing hazardous substances? Consumers cannot separate between textiles containing hazardous substances, and textiles with no risk. There is not normally any information provided to consumers about hazardous substances in clothing (even if they are present). Hazardousness of textiles is a very important issue, but should mainly be considered in the production stage of textiles. Emerging knowledge can be incorporated into the certification system when it is more practicable. What is clean is subjective, and is not considered relevant in the criterion.</td>
</tr>
<tr>
<td>There shall be clear and correct information about the collection including name and contact information to the collector, reference to the system and the main purpose of the textile collection.</td>
<td>It should be made clear to the person delivering/donating textiles to collection actors where the textiles are going, the purpose of the collection, who is performing the collection and how to find more information about the certification system. The same criterion was previously listed twice, for in-store collection and kerbside collection. The revised criterion is for all types of textile collection.</td>
<td>“Reference to the system” from the criterion was removed as it is not possible for the collector to fulfill the requirement in the first audit (as they are not certified). There was also a need to generally re-formulate the criterion.</td>
</tr>
<tr>
<td>Original criterion</td>
<td>Revised criterion</td>
<td>Motivation for revision</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Information on which products are accepted in the collection shall be clearly stated to the consumer. This must be in agreement with the requirements under section 3.1 of this Code of Conduct.</td>
<td>Information on which products are accepted shall be clearly stated to the consumer.</td>
<td>The criterion has been shortened and more simply explained. The criterion was originally only for kerbside collection, but is in the new set valid for all kinds of collection systems.</td>
</tr>
<tr>
<td>Kerbside collection: The collector shall specify which day collection will take place.</td>
<td>Criterion is removed</td>
<td>The criterion was removed as it was considered irrelevant. If such information is needed, for instance if households need to put the bins out to enable collection, the criterion is obvious and not needed. If the households do not need to be involved in the collection (put bins out), information about the collection day is irrelevant.</td>
</tr>
<tr>
<td>Container collection: Textile containers shall only be placed after having achieved a permit for doing so by the competent authority and/or land owner.</td>
<td>Container collection: Textile containers shall only be installed once the relevant documented authorisation has been obtained from the local authority and/or land owner.</td>
<td>Permit was replaced by documented authorisation to make the criterion more flexible.</td>
</tr>
<tr>
<td>Container collection: There shall be clear and correct labelling of textile containers including name and contact information to the collector, reference to the system including logotype and the main purpose of the textile collection.</td>
<td>Criterion is removed.</td>
<td>The criterion was removed as equal requirements are included in another criterion.</td>
</tr>
<tr>
<td>Container collection: Stickers or similar shall be placed on the lids of the bins stating which materials are accepted in the collection. Information in several languages may be used when appropriate.</td>
<td>Criterion is removed.</td>
<td>The criterion was removed as equal requirements are included in other criteria.</td>
</tr>
<tr>
<td>Container collection: Container sites shall be well-maintained and the immediate area around the container shall be kept free from waste or textiles.</td>
<td>Container sites shall be well-maintained and the immediate area around the container shall be kept free from litter.</td>
<td>&quot;Textiles and waste&quot; was replaced by &quot;litter&quot;.</td>
</tr>
<tr>
<td>Sorters shall not accept textiles that originate from illegal collection or textiles with uncertain origin.</td>
<td>Collectors shall require documented assurance from their contracted sorters that the sorters do not accept illegally collected textiles.</td>
<td>The criterion is reformulated to be targeted on collectors.</td>
</tr>
<tr>
<td>Sorters shall report sorting performance in percentage by weight or volume of received textiles whose next stage is in: Re-use. Recycling. Incineration with energy recovery. Landfill or incineration without energy recovery.</td>
<td>Sorters shall report the annual amount and the share of the sorted textiles that are sent to: Re-use Recycling Incineration with energy recovery Landfill or incineration without energy recovery Sorting results according to C4.2-4.5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier.</td>
<td>The meaning of sorting performance was not clear. The requirements are incorporated in criteria 4.2 to 4.5.</td>
</tr>
<tr>
<td>Sorting performance as described above shall be given for each specific supplier or as the residual of received material not included in sorting performance for a specific supplier.</td>
<td>Criterion is removed.</td>
<td>The requirements are incorporated in criteria 4.2 to 4.5.</td>
</tr>
<tr>
<td>Original criterion</td>
<td>Revised criterion</td>
<td>Motivation for revision</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Recyclers shall report the level of recycling in percentage weight or volume of received textiles and the distribution between recycled products.</td>
<td>Criterion is removed.</td>
<td>The criterion was removed as it outside of the decided system boundaries.</td>
</tr>
<tr>
<td>Recyclers shall report the fate of recycling residues.</td>
<td>Criterion is removed.</td>
<td>The criterion was removed as it outside of the decided system boundaries.</td>
</tr>
<tr>
<td>The percentage of sold (or donated) used textiles as a share of received used textiles together with the fate of unsold textiles shall be reported. Only the sold or donated (actually re-used by a final user) textiles may be included as re-used.</td>
<td>Criterion is removed.</td>
<td>The requirements are considered covered by other criteria.</td>
</tr>
<tr>
<td>Equal rules as described in this code of conduct apply for export of textiles as for domestic sorting, re-use (sales) and recycling. Other existing third party certification ensuring compliance with the criteria of the certification may be used as documentation for international actors.</td>
<td>Criterion is removed.</td>
<td>This criterion is considered more as a piece of information than a criterion.</td>
</tr>
<tr>
<td>Collected textiles shall be treated according to the Waste hierarchy stated in the waste framework directive (2008/98/EC).</td>
<td>Criterion is removed.</td>
<td>The information is instead inserted in the checklist as a statement under &quot;Environmental performance&quot;. Verification of such a criterion is difficult.</td>
</tr>
<tr>
<td>At least 90% of collected textiles shall either be re-used or used as input for recycling (annually). The recycling should have a material efficiency of at least 60%. Recycling of textiles not suitable for re-use shall be according to best available technique with priority given to closed loop recycling before low grade recycling.</td>
<td>At least 90% of collected textiles shall either be re-used or used as input for recycling (annually).</td>
<td>The material efficiency of recycling was erased as the system boundaries were decided to end at the input to recycling. The text about low-grade recycling was considered too vague.</td>
</tr>
<tr>
<td>All signatories shall in all stages of the textile life cycle actively work towards an efficient management of textiles. This includes transports, facilities and all other activities related to the collection, sales/re-use, sorting and recycling of textiles.</td>
<td>The collector shall present actions plans for increasing the amounts of textiles that are dealt with according to the waste hierarchy.</td>
<td>This criterion was considered more relevant to pose than the original criterion.</td>
</tr>
<tr>
<td>All signatories shall work towards the removal of used textiles known to contain hazardous or otherwise unwanted chemicals.</td>
<td>Criterion is removed.</td>
<td>Hazardousness of textiles is a very important issue, but should mainly be considered in the production stage of textiles, and in sorting processes for recycling. Emerging knowledge can be incorporated into the certification system when it is more practicable.</td>
</tr>
</tbody>
</table>
2.8.1 Clarifications of social benefit criteria

The criteria for social performance needed to be clarified as their meaning was not explicit enough, neither to the collectors, nor to the interim auditors. The wording social performance was considered incorrect as the criteria are about collectors complying with social benefit status, and not about social performance in general. The headline under which the social benefit criteria were grouped was therefore changed from “Social performance” to “Social benefit”.

The clarifications to the social benefit criteria developed in the implementation project are presented below. A socially beneficial actor shall fulfil at least six of the ten following criteria.

Social benefit Criteria 1: “Reinvest profits in own enterprise, similar enterprises or a charity” means that any profits from used textiles should be used for reinvestment in the organizations management of used textiles or given to an organization (which can be an owner) also meeting at least six of the criteria listed or meeting criteria number 6.

Social benefit Criteria 2: “Be non-profit” means that no profits are given to any kind of owner, shareholder or other actor. Profits are used either to further develop the organization’s internal management of used textiles or for purposes included in any of the remaining criteria.

Social benefit Criteria 3: “Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed” is self-explanatory. A substantial part of the employees should fit into this category.

Social benefit Criteria 4: “Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership)” means that most or all of the co-workers have a say in how the organization manage the used textiles and run their organization. (It is a mean for empowerment connecting to criteria 3).

Social benefit Criteria 5: “Be structurally independent from the public sector” means that the organization should not be part of the public sector. It does not mean that it should not cooperate or receive funds or grants from the public sector for purposes included in any of the remaining criteria.

Social benefit Criteria 6: “Be certified as having charity status” can differ between countries. In Sweden the go-account given by Svensk insamlingskontroll is a valid certification. In Norway an approval by Innsamlingskontrollen is a valid certification. In Denmark an approval by ISOBRO is a valid certification. In Iceland there is no “certification for charity status”. Actors who use all their profits for charity purposes are accepted on a list managed by “Statistics Iceland”. These actors also have a certain status when it comes to taxes, given that charity is their only goal according to their constitution. If actors are on the list managed by “Statistics Iceland” social benefit criteria 6 is fulfilled. For Finland, the charity status needs to be further explored.

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1 The social benefit criteria are inspired by the criteria for social enterprise used by the Swedish Agency for Economic and Regional Growth and the Swedish “go-konto”.

The Nordic textile reuse and recycling commitment
Social benefit Criteria 7: “Mainly be operated by volunteers” means that a majority of persons involved in the management of used textiles shall be without reimbursement for their services.

Social benefit Criteria 8: “Have clear and transparent economic accounting” means that documentation must be clear enough to make it possible to verify that the other criteria is fulfilled. If criterion 6 is fulfilled either by Svensk Insamlingskontroll or Innsamlingskontrollen, this criterion is automatically met.

Social benefit Criteria 9: “Have as main purpose to protect human equity and equal rights” means to have as main purpose to strengthen and protect human equity and equal rights by different means, be it economic, lobbying, education or other.

Social benefit Criteria 10: “Have as main purpose to improve living conditions for humans living under particularly difficult conditions” means to improve living conditions for humans living under particularly difficult conditions by different means, be it economic, work training, aid, education or other.

Uncertainty of fulfilment of criteria: The definitions of socially beneficial organizations are not always clear cut as extensively discussed in the reports used as basis for the chosen criteria. If there are uncertainties to whether an organization meets the criteria for social benefit the auditor may present the uncertainty to the CSO. The CSO then consults the certification committee which will evaluate and propose a recommendation. The system operator makes the final decision.

2.9 Need for two types of certification

The original idea with the certification system was to put pressure on textile collectors to not only collect textiles for re-use, but also textiles that can be sent to recycling. This was to encourage increased collection, and to divert textiles that currently end up in residual waste fractions to energy recovery. The reason for such a criterion was also to avoid “cherry-picking”.

At the start of the project, the Finnish representatives in the reference group flagged up this criterion was problematic, as it requires textile collectors to also handle waste, which comes with legislative requirements that the collectors need to meet. This could be challenging, especially for smaller actors that do not have the resources to comply with such requirements. This issue was also brought up in the previous project, especially the possible effects on the municipal monopoly on household waste. Possible effects were, however, not investigated further. Palm et al. (2015) mentions that “when textile waste is under the municipal waste monopoly it cannot be collected without an agreement with the municipality. However, it is strongly encouraged to collect textile and textile waste in a mixed fraction as part of such an agreement since it is deemed impossible for the consumer to make the distinction”.

This issue was in other words looming for a long time without clear answers on how the certification system should tackle this issue. In March 2016 it was raised with NWG. Based on their feedback, it was decided that there should be two types of certification: one for collection of textiles for re-use only and one for textiles aimed for re-use and
textile waste for recycling. This was considered unavoidable as the requirement to collect all textiles would mean that collectors need to have authorisation to collect waste, and also have authorisation to collect textile waste on municipalities’ behalf. This was also confirmed in the legal assessment report (Aagaard Truelsen and Janfelt, 2017), Appendix 7. There is an immediate risk that this burden will be perceived as too heavy, especially for smaller actors, who instead might decide not to apply for certification. Collectors should have a choice to collect or not collect textile waste.

The initial interpretation of national legislation in the Nordic countries by members of NWG is that collection of all textiles is waste management, as textiles that would otherwise end up in the residual waste fraction are diverted to the textile fraction.

The reference group was consulted about this new development in the project. Different views were raised. The most common view was that the interpretation of collected textiles as waste was negative. The main idea with the certification system was to put pressure on textile collectors to not only collect textiles for re-use, but also textiles that can be sent to recycling. It was feared that introducing two types of certification could jeopardize this. However, there were also comments that despite that textiles aimed for re-use are collected, there will always be a share of the collected textiles that are not re-used, but instead sent to recycling, incineration or landfill, also according to current practice. Having two types of certifications is mostly about formalities, and the information communicated to the public.

Despite the negative response, NWG could not implement a system which is not in line with the current legislation. In Directive 2008/98/EC on waste, preparing for re-use, recycling, recovery and disposal are regarded as waste treatment, whereas re-use is a preventive measure before the product has turned into waste. This distinction makes rules and regulations different for re-use and for recycling and recovery. The need to legally assess the criteria, and in particular this issue, in more detail was raised. A legal assessment was therefore procured by the NWG on behalf of the Nordic Council of Ministers. The deadline for the tender was set to 29th August 2016. The aim of the legal assessment was to make a general analysis of the legal compliance of the criteria, but also to make it clear what the collectors wishing to collect textile waste need to do on a practical level (permits, authorisation etc.).

According to results from the legal assessment (Appendix 7), implementing two certificates, as described above, is in line with EU legislation as well as legislation in the Nordic countries.

Two types of certificates meant that there was also need for two different sets of criteria and two accompanying checklists. The checklists are presented in Appendix 2 (for collection of textile aimed for re-use only) and Appendix 3 (collection of textiles for re-use and recycling). Two criteria were added for collection of textiles for re-use and textile waste. Apart from these two criteria, and different re-use and recycling targets, the set of criteria and the checklists are the same, but in some instances worded slightly differently depending on the type of certification.
Table 2: Main differences in the set of the criteria linked to the two certification types

<table>
<thead>
<tr>
<th>Criteria for collectors applying for certification for collection of textiles for re-use and recycling</th>
<th>Criteria for collectors applying for certification for collection of textiles aimed for re-use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collectors shall accept all textiles, i.e. both textiles for re-use and textile waste. This includes torn, worn-out and incomplete textiles (e.g. single socks). This should be made clear to the consumer.</td>
<td>-</td>
</tr>
<tr>
<td>The collector shall have permission to collect waste as stipulated under national waste legislation in place in the relevant country(s).</td>
<td>-</td>
</tr>
<tr>
<td>At least 50% of collected textiles shall be re-used (annually) either by charity re-use, domestic sales or by export to an organization guaranteeing the level of re-use.</td>
<td>At least 80% of the collected textiles aimed for re-use shall be re-used (annually) either by charity re-use, domestic sales or by export to an organization guaranteeing the level of re-use.</td>
</tr>
</tbody>
</table>

2.10 Deviations from original project plan

According to the original project description the trial was supposed to take place in one larger region and in one municipality. For that reason, but also as a way of communicating the commitment on a local level, Copenhagen, Malmö and Halden municipalities were engaged in the project. They were involved both as regions where the trial was supposed to be performed, but also as reference group members to make sure that views from local authorities as important actors in the management of used textiles and textile waste were heard in the project.

The original idea was therefore to certify the participating collectors and allow them to use the certification communication material in the larger trial region and the smaller municipality to evaluate the results from having certified collection.

There are several reasons why an evaluation of certified textile collection was not possible to perform in the trial regions:

- The checklists to be used by the collectors proved to be a heavier challenge, and thus more time-consuming than expected, and a primary reason why the project was delayed. Also the compilation of evidence and documentation to prove that the collectors complied with the criteria took a lot of time and effort from the collectors. This time is expected to decrease when the certification system is operational, but highly depends on how the collectors have organised information and documentation within their organisation. All of the original criteria were not clear enough when reaching the practical level.
- The need for a process about the requirements (e.g. competence and ISO certification) for trial auditors was not foreseen. This meant that engaging interim auditors was more time consuming than expected.
- Not all collectors complied with all criteria. Thus, certification was not issued within this trial project. This meant that evaluation of certified collection was not possible.
- Two types of certificates were needed, but these were not developed at the time of the trial.
- The criteria were revised in the project, which meant that the certificates could not have been issued for the new sets of criteria.

Evaluation of certified collection was listed as part of the project description, and the lack of this evaluation is a deviation from the original plan. Even if the participating collectors had complied with all criteria, the project group would not have issued certificates. To do so would not be fair to other collectors who did not have the chance to participate in the project. By participating in the project the collectors have gained experience and knowledge, which is likely to mean that they have an advantage over other collectors when the certification system is launched.
3. Results from the audit

The whole implementation project can be regarded as a trial as it has been a continuous and iterative process with the reference group, the participating collectors, NWG and the project team. In this chapter a part of the trial is described, namely the audit with the participating collectors.

3.1 Myrorna

Myrorna’s commission is to work for a more human and sustainable society by generating a financial surplus to the social work of the Salvation Army. The financial surplus is created by sales of products for re-use and by work training. Myrorna collects textiles in second-hand shops (34), in collection containers (1,200) and collects on demand from households and businesses in over 120 Swedish municipalities. They communicate that they accept “clean and dry” textiles. In addition to the collection points Myrorna holds nine production units where the collected items are sorted into different fractions. In 2014, Myrorna collected in total 7,800 tonnes of textiles, and 4,500 tonnes of items (excluding furniture). The figures make Myrorna the largest collector in Sweden. Myrorna works actively to increase the collected volumes by making donation easier (Myrorna, 2014).

The collected textiles are mainly sold for re-use, both in Sweden and abroad, but also sent to recycling. As a last option, when neither re-use nor recycling is possible, the textiles are sent to energy recovery. 73% of all collected textiles were exported for sorting in 2013 after pre-sorting in Sweden. Together with Fretex in Norway, Myrorna co-owns Fretex International who is in charge of the export to the foreign market. In 2013, the majority of the textiles for export were sent to Poland (ibid).

3.1.1 Audit

The one-day audit of Myrorna took place in January 2016 by auditor Rolf Eriksen from Miljöfyrton. The audit included site visits to a production unit where sorting of collected textiles takes place, as well as to one collection point. The remaining audit time was spent going through documentation criteria at Myrorna’s head office. Parts of the project group took part in the audit, mostly for taking notes and increasing the understanding.

Auditor: Miljöfyrton, Rolf Eriksen.
Audit date: 19th January 2016, (after pre-meeting with Fretex International).
Place: Myrorna head office in Årsta. Visit to sorting facility in Tungelsta, sorting facility in Sätra, and to recycling center.
Prior to the audit Myrorna had filled in the checklist and compiled documentation they considered relevant to prove compliance with the criteria. A preparation meeting was also held before the actual audit in Stockholm.

**Views from Myrorna**

The structure of the checklist proved to be a problem as Myrorna thought it was difficult to get an overall picture of the requirements. A more process-oriented structure would facilitate the understanding as well as a flow chart. It was also a challenge to know the level of detail required in the documentation, as well as the more precise documentation requirements. Gathering data and documentation had been time-consuming as it is not centrally organised at Myrorna. Including clear documentation requirements as opposed to posing questions in the checklist have significantly improved the structure and understanding of the checklist. The checklist now also includes a flow chart.

The audit was useful in order for Myrorna to get more thorough understanding of their own organisation and to identify missing pieces and weaknesses.

**Views from the auditor**

The audit showed that Myrorna has good routines for management of the collected textiles. The routines are, however, not always in a written format, and not followed in a consistent way at different locations. The main efforts to be made by Myrorna in order to comply with the criteria are to document the routines that are now communicated verbally, and make sure the routines are implemented in the same way at all locations. The collected textiles are not weighed in the entire value chain, which made it difficult for the auditor to verify quantitative data over textile flows. Written permissions from municipalities showing that Myrorna is allowed to put up collection containers on public land were not compiled in a sufficient way.

The auditor’s view on the checklist and the first version of criteria was that it is difficult to understand the aim of the criteria based on the checklist. Miljöfyrtorn interprets the criteria as if quality management of the processes in the value chain is key. The requirements on documentation should be more precisely explained (routines, follow-up etc.). Definitions used in the criteria need explanations.

### 3.2 UFF Denmark

UFF is part of the International organisation “The Federation for Associations connected to the International Humana People to People Movement (FAIHPP)”. UFF collects textiles in Denmark through a network of collection points in public places, private sides, and municipal recycling centres. These textiles are collected and transported to one of three warehouses in Denmark, where they are re-packaged and obvious waste materials removed. They are then shipped to one of six sorting plants throughout eastern and southern Europe. From here, the textiles are shipped to sales
locations in local markets or to African countries for sale on the second hand market after further sorting.

In 2015, UFF collected 1,700 tonnes of “original textiles” at collection points in Denmark. Of this quantity, approximately 694 tonnes were shipped to a facility in Turkey for sorting, 302 tonnes to a Bulgarian facility, 260 tonnes to a Slovakian facility, 220 tones to a Lithuanian facility, 161 tonnes to a Bulgarian facility, four tonnes to one Polish facility and 19 to another, and 18 tonnes to a Belgian facility.

The income from sold textiles is used for charitable purposes in a wide variety of projects and actions across the African continent.

3.2.1 Audit

The audit of UFF by Bureau Veritas was a collaborative process through November and December 2015 and January 2016. However, the official audit took place on 16th December 2015 and 5th January 2016. It was a complex process for UFF to collect all of the required material, particularly with the rather loose definition of system boundaries in the process at this time. It was conducted by Michael Fich, a technical chief consultant at Bureau Veritas and comprised on site visits and thorough examination of documentation from UFF.

Auditor: Michael Fich, Bureau Veritas.
Audit date: 16th December 2015, 5th January 2016.
Place: UFF Denmark headquarters, site visits.

Views from UFF

UFF found the process itself taxing, but equally enlightening, and they can see a clear benefit from both the process and the certification itself. The complexity of their system, in that UFF is part of a larger global organisation, led to additional complexity and uncertainty, particularly in establishing system boundaries for the certification. They also noted the difficulty in establishing the exact quantities of textiles going to re-use, recycling and recovery, as it was not and will not be possible to trace the textiles collected in Denmark all of the way through the sorting process – particularly because sorting plants typically accepted textiles from multiple sources, not only UFF Denmark. To address this, UFF used the average figures for each of their sorting plants from a 2013 survey conducted by MEPEX. They also mentioned the need to be specific about the level of detail required on where textiles are collected. In addition, they raised specific questions regarding:

- How is “the recycling material efficiency rate” defined / measured?
  - Result: Reference to the material efficiency of recycling was removed as the system boundaries were decided to end at the input to recycling.
- Exactly which BAT definitions do we go by?
  - Result: Reference to BAT removed during criteria revision.
• What is the definition of “Closed loop”?
  – Result: Reference to "closed loop" removed during criteria revision.
• Which are our definitions of “high grade” and “low grade”?
  – Result: Reference to “high-grade” and “low-grade” removed during criteria revision.

UFF also questioned the suitability/viability of the social criteria and the verification process behind fulfilment of them.

**Views from Bureau Veritas**

Bureau Veritas cooperated with UFF in the preparation of the material and the interpretation of the questionnaire document. They had some specific questions related to how that document should be interpreted, but these have been addressed in the subsequent iteration of the document. The main thrust of these comments was, however, that the questionnaire document (checklist) needed be much more explicit about the specific information demands on the collector. These comments have been addressed in the checklist presented along with this report.

### 3.3 Fretex

Fretex is Norway’s largest rehabilitation company and second-hand chain. It is an important part of the Salvation Army in Norway. Since Fretex’s beginnings in 1905 (as the industrial home *Elevator* in Oslo), it has focussed on giving people a reason to believe in their future. Today there are approximately ca. 2,000 people working in Fretex, of these about 1,600 are job seekers participating in different rehabilitation programmes. Fretex has activities in most of the counties in Norway, where they collaborate with government agencies, private sector, donors and customers. In 2015 Fretex collected 15,580 tonnes of textiles, 14,280 tonnes were exported. In 2015 Fretex achieved an overall re-use rate of 83%, a recycling rate of 14% and an energy recovery rate of 4% (Berker 2016).

#### 3.3.1 Audit

The two-day audit of Fretex took place in January 2016. The audit was performed by Jan Berker, BetulaConsult (Miljøfyrtrånn certifier). The audit included site visits to a sorting facility, a selection of collection boxes, and a second-hand shop. The remaining audit time was spent going through documentation criteria at Fretex’s head office.

*Auditor:* Miljøfyrtrånn, Jan Bjerke (BetulaConsult).
*Date:* 27th and 28th January 2016.
*Place:* Fretex’s headquarters in Ole Devik’s vei in Oslo. Visit to sorting facility in Oslo (same location). Additional site visits to a selection of collection boxes and the Fretex second-hand shop in Ole Devik’s vei, Oslo.
Prior to the audit, another Miljøfyrtårn auditor (Rolf Eriksen) had advised Fretex on the information they would require to fulfil the audit criteria. Fretex obtained this advice in order to be well prepared for the subsequent audit. This process also provided input back to the project team about strengths and weaknesses in the draft check-lists before they were adjusted for the first trial audits.

**Views from Fretex**
The audit was more extensive than was first expected, but since this was the first time for this type of audit, Fretex was not surprised. Finding the data, documents and information required took quite a lot of time, however this was also a useful exercise. Fretex learned a lot from the process. The documentation and data will now be more easily available for a future audit, and Fretex discovered many issues they could improve on and got many useful tips from the auditor for future improvements.

**Views from BetulaConsult**
Based on the audit carried out, Fretex Øst-Norge AS fulfils the criteria, on which the audit has been based. During the audit some unclear aspects were identified:

- How “deep” should the auditor delve into the documentation? Is an audit in line with the principles for ISO-certification desirable, or is it Ok with a more “low-threshold” certification?
- Some of the criteria were harder to verify than others, e.g. those in Chapter 9.
- It is difficult to establish routines for checking whether collected textiles can contain hazardous substances.
- Some of the terminology used is not clearly defined:
  - Is “energy recovery” included in “recycling”, or “waste”?
  - What are the delimitations / boundaries for “In store collection”?

These comments have been addressed in the revised checklist used for the H&M audit.

### 3.4 H&M Norway

H&M Hennes & Mauritz AB was founded in Sweden in 1947 and is quoted on Nasdaq Stockholm. H&M’s business idea is to offer fashion and quality at the best price in a sustainable way. In addition to H&M, the group includes the brands & Other Stories, Cheap Monday, COS, Monk and Weekday as well as H&M Home. The H&M Group has more than 4,000 stores in 61 markets including franchise markets. In 2015, sales including VAT were SEK 210 billion and the number of employees is more than 148,000 (H&M 2016).

H&M give customers a voucher in return for their unwanted garments as an incentive to hand in both damaged and unwanted textiles. In 2015 H&M collected 12,500 tonnes of unwanted garments in total globally (H&M 2016). From 2013–2015
the amount collected was 30,000 tonnes in total. Out of these 30,000 tonnes around 40–60% goes to re-wear, around 10% to re-use, around 30% to recycling and finally only 1% that cannot be re-used or recycled gets incinerated.

3.4.1 Audit

A one-day audit of H&M took place in May 2016 by Rolf Eriksen from Miljøgrep (Miljøfyrtårn certifier). The revised checklist for collectors was used for the audit. The revision was based on experience and input from the first round of test audits for the other project participants. This enabled testing of the revised checklist. The first part of the audit process was completed on the 10th of May 2016. A thorough review of H&Ms documentation was performed. This exercise highlighted some areas where further documentation was needed. At the time of writing, the second audit visit had not yet taken place.

**Auditor:** Miljøfyrtårn, Rolf Eriksen (Miljøgrep).
**Date:** 10th May.
**Place:** H&M Norway’s headquarters in Oslo. Visit to 3 shops in Oslo.

Prior to the audit, H&M had gathered relevant documentation. During the audit process it became clear that more information was required from I:Co (the company H&M sells their collected textiles to). During the first audit there was not enough information about the final destination of textiles sorted at I:Co. Testing some specific batches of H&M collected textiles was proposed as a method of acquiring the required data before a second audit visit.

**Views from H&M**

Being part of the process to develop the audit checklists was useful. The trial audit was also a learning process. The revised checklists were an improvement on the first version, used for the first round of audits in the other companies. Finding the documents and data required a lot of time. There are challenges for companies like H&M that use a third party sorting, re-use and recycling partner, like I:Collect, which does not have specific data for what happens to the collected textiles from our specific company. The company average for the contracted partner is easy to get, but batch testing would be needed to be able to estimate our specific data. This is something that needs to be addressed in the requirements for the audit in the future. If contractor averages could be used, this would simplify the data gathering process. In order to complete the audit process more data was needed. Getting this data has not been possible within the time frame of this Nordic project.
**Views from Miljøgrep**

The audit process was not complete after one day. Further information was needed. This is summarised in the following list:

1. Some written procedures and an overview of the collection chain.
2. Lack of documentation of what happens with the textiles H&M has collected in the Nordic countries at I:CO in Germany. The overall data is available for the whole sorting facility, but not H&M specific data.
3. Documentation to check potential losses during international transport was lacking.
4. Documentation of procedures for avoiding theft during the collection value chain (in-store and drivers).
5. There is no current information about H&M also collecting shoes, handbags, accessories etc.

In order to obtain the H&M specific data (b above) the auditor suggested test samples of H&M textiles be followed through the I:CO facility and their final treatment (C1–C5 in the checklist flow chart) rates logged. A specified number of sample batches could be used to estimate the overall data for H&M in a given year. In order to provide documentation for c (above), H&M could provide data for weighing of amounts collected and made ready for transport to Germany (normally weighed before sending to I:CO) and I:COs data for the weight of the deliveries.

During the audit some unclear aspects were identified:

- Is the lack of information described as e (above) non-compliance, or not?
- Giving a 10% discount to customers per plastic bag delivered to the shop a kind of payment for collection. Is this OK?

This last question is also a question that would face some other collectors in Norway that pay municipalities to be allowed to collect textiles in their municipality (as a tactic to win tenders for textile collection). This is therefore not an issue that is peculiar to H&M. The issue of shop collection being at odds with Waste legislation in Norway (requiring shops to be approved waste collectors) was also identified as a problem during this audit.
4. The certification system

Chapter 4 presents how the project team suggests that the certification system should work. This is based on the trial results and experience gained in the implementation project.

The certification system is illustrated in Figure 7.

4.1 Criteria

The final sets of criteria, one for collectors of textile for re-use only and one for collectors of textile for re-use and recycling are found in appendices 4 and 5. The criteria can also be found on the website, www.textilecommitment.org. There are 23 criteria for the certification for collection of textiles for re-use only, and 26 criteria for collection of textiles for re-use and textile waste for recycling. For each set of criteria there is also an additional criterion if the collector wishes to claim social benefit status.

4.2 Checklists

The final collector’s checklist comes in two versions corresponding to the two sets of criteria, one for collection of textiles for re-use only, and one for collection of textiles for re-use and textile waste recycling. These checklists can be found in Appendix 2 and 3 respectively and are also available on the website.
4.3 Auditor requirements

The final auditor requirements are presented below, and are also listed on the website. A list of already used auditors will be presented on the website. Collectors can therefore choose one of the auditors that have already been used by other collectors, or choose to involve others auditor meeting the listed requirements. The collector has to inform the CSO which auditor they would like to appoint, in order for the CSO to approve or disapprove, before entering into an agreement with the auditor. If the auditor has the necessary accreditations listed as “Requirement 1” in the box below, the CSO can directly qualify the actor to act as auditor in the certification system. If not (Requirement 2), a decision has to be made by the CSO and the certification committee about approval of the auditor.

Auditors that have not been used in the certification system before have to arrange a meeting with the system operator in order to fulfil Requirement 3. This is required for all new auditors. This meeting is a way of ensuring that “Requirement 3” is fulfilled and an opportunity for the auditor to learn about “The Nordic textile re-use and recycling commitment” certification and its aims. Requirement 4 is fulfilled if the auditor has no previous employment for the collector and no direct connection (e.g. ownership etc.). If the auditors have been a consultant for the company (e.g. to ensure that the collector’s work will fulfil the requirements for certification), then they cannot audit the collector. The auditors can neither have a private or a working relationship with the organisation to be certified, nor with any of the employees in the organisation to be audited. Evidence of this can be in the form of a signed statement from the auditor, stating their connections (if any) to employees or organisations that are relevant. There can be connections that do not mean a conflict of interest, but the auditors need to document and describe this.

The auditor

- Must be part of a certification body with accreditation for ISO 9001 Quality Management Systems and ISO 14001 Environmental management systems, thus complying with ISO 17021 Conformity assessment – Requirements for bodies providing audit and certification of management systems.
- Exceptions can be made if the certification body is nationally recognised and approved by the CSO in consultation with the Certification Committee.
- Must have knowledge and understanding of the criteria of the certification system.
- Must be impartial and objective.
4.4 Certification process

The principles of the certification process are illustrated in Figure 8. Each step in the certification process is described below.

Figure 7: The general principles of the certification process

The certification process

- Contact the CSO
- Check compliance with criteria
- Enter into agreement with auditor
- Audit
- Certification

4.4.1 Step 1. Contact the CSO

The collector contacts the CSO by mail or phone and informs them of their ambition to apply for certification. The collector needs to inform the CSO about which type of certificate the collector aims for, and whether it is aiming for social benefit status or not. The CSO informs the collector about how to prepare for the audit, and how to find an auditor fulfilling the certification system requirements.

4.4.2 Step 2. Check compliance with criteria

The next step for the collector is to go through self-assessment using the checklists found on the website. The documentation to prove that the criteria are fulfilled needs to be compiled and available to the auditor during the audit.

4.4.3 Step 3. Agreement with auditor

When the collector feels that the necessary preparation is made the organisation needs to enter into agreement with an auditor. In order to do this, the collector needs to inform the CSO about which auditor they plan to appoint so that the CSO can make sure that the auditor fulfils the auditor requirements. The CSO then approves or disapproves the suggested auditor. In the case of new auditors (not used before) the CSO arranges a meeting with the auditor. The CSO does not interfere in the agreement between the auditor and the collector. The audit may start as soon as the agreement is in place, the auditor has had a meeting with the CSO, the auditor is approved by the CSO, and the collector has made the necessary preparations and consider that they comply with the criteria.
4.4.4 Step 4. Audit

The auditor and the collector decide when the actual audit will take place. When the audit is finalised the auditor sends an auditor report to the CSO with information about the collector’s compliance with the criteria. The content of the auditor report is presented in Appendix 6. If the criteria are fulfilled the certificate can be issued by the CSO. Certification means that the collector is allowed to use the system logos at collection points and in their marketing material (see 5.3). Each certified collector is given an individual certification number that should be visible on the logos.

The certification requires full compliance with all criteria. If the collector applies for charity status, the criteria for social benefit must also be fulfilled. If the collector fails to comply with one or several of the criteria, the collector has a maximum of 90 days from the audit date to correct minor deviations. If the deviations are far-reaching and cannot be solved within 90 days, the audit has to be carried out again in full.

The certificate is valid for three years from the date the certificate has been issued by the CSO.

Collectors are only permitted to use the system logos while the certificate is valid. The right to use the logos expires at the end of the certification period, or when the licensing relationship between the collector and the CSO ends in any other way. Should a former holder of a certificate continue to make use of the logos, without being re-certified, it is suggested that the CSO reserve the right to claim financial compensation, or at least withdraw the certificate. Such details have to be decided by the CSO and be part of the obligations that the collector enters into during certification. The Nordic Ecolabel, for example, claims EUR 4,000 for infringement of the logos.

The checklists are designed to enable the collectors to prepare for the audit. They include the criteria for transparency and environmental performance, but also specific documentation requirements for each criterion to be fulfilled by the collector. The auditor and the collector decide where is most suitable for the audit to take place; generally the head office is preferred as a starting point. The auditor goes through the documentation the collector has provided to prove compliance with the criteria. In addition to the documentation, site visits are needed as collection of textiles commonly occurs at multiple collection points, and is sorted and sold (or donated) for re-use at various locations. The need for site visits to sorting facilities was discussed at the last reference group meeting. The reference group suggested that site visits to sorting facilities are not needed as criteria related to sorting can be sufficiently checked without site visits. However, in order to check compliance with criteria 2.1, 2.3, 2.4 and 2.10 (see Appendix 4 or 5) collection points need to be visited. At the last reference group meeting it was decided that the number of site visits to collection points should be dependent on the number of collection points a particular collector has. The requirement is presented in Table 3.
Table 3: Need for site visits

<table>
<thead>
<tr>
<th>Number of collection points</th>
<th>Number of site visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–9</td>
<td>2</td>
</tr>
<tr>
<td>10–99</td>
<td>5</td>
</tr>
<tr>
<td>100–999</td>
<td>15</td>
</tr>
<tr>
<td>1,000–5,000</td>
<td>25</td>
</tr>
</tbody>
</table>

In the case of an umbrella organisation with multiple legal entities, it is possible to certify the umbrella organisation and include all entities in one certificate. All legal entities thus have to fulfill the criteria.
5. Certification system operation

5.1 The CSO role

The certification system operator (CSO) is recommended to be responsible for the practical management and administration of the certification system. It should be the external window of the system and the primary contact for organisations that wish to certify their operations. The operator makes decisions with assistance from the certification committee. The mandate of the Certification Committee and its role in relation to the CSO role should be clear. The committee acts as an advisory board for the CSO. If the CSO and the Certification committee should disagree on an issue, the CSO is the body that has responsibility for the final decision.

Recommended responsibilities of the operator include:

- Registration of new organisations that wish to certify their business.
- Signing agreements with these organisations, including provisions regarding the use of logos and on sanctions in case of unauthorized use.
- Administration of system fees.
- Administration of registration documents, criteria document and checklist.
- Selection of third party auditors.
- Issuing certificates.
- System website management including keeping the website up-to-date with correct information about the certification system and information about certified actors.
- Labels and communication materials.
- Managing/administration of the certification committee: duties include arranging meetings, producing background documents and meeting minutes.
- Gathering and compiling statistics on collected amounts of original textiles, reused amounts of textiles and recycled amounts of textiles from the certified collectors on an annual basis. Presenting the statistics on the website.
- Writing a newsletter on a regular basis and keep a list of subscribers to the newsletter.
- Communication about the certification system to the general public and on a business-to-business level.

One potential business model for a future CSO could be based on producer responsibility principles, as is the current French system (Gram Hanssen et al. 2016). This is the same type of business model as for packaging in the well-established Green
Dot System, as run by organisations like Grønt Punkt Norge (GPN) in Norway. A small fee per imported or produced textile product would build a base to finance common needs, such as marketing of collection to consumers and performing the CSO role. A producer responsibility approach to fees would mean that municipalities and charitable organisations collecting textiles would not pay for the scheme. This would be in line with examples like packaging and electronics. The producer responsibility scheme approach is shown in more detail in Gram-Hanssen et al. 2016. Voluntary schemes are currently successful for packaging and electronics in Norway; where industry has been the driver for voluntary schemes to achieve targets for collection and recycling, in order to simplify the regulatory burdens and reduce costs. Mandatory schemes (e.g. in France and Sweden for some material fractions) are also possible.

In the following Chapters, the CSO responsibilities are described in more detail.

5.2 Characteristics of a future Certification System Operator

The project team suggest a system where the Certification System Operator (CSO) will be appointed by the NWG on behalf of the Nordic Council of Ministers to run the certification system. NWG will probably put the CSO role out to tender in an open tender process. Initial funding from NWG will cover the costs for setting up the system, and adapting it to the CSO’s ordinary business.

It is important that the CSO has legitimacy and trustworthiness perceived by industry stakeholders and the general public. Two different business models can be chosen for the certification system operation as described in Palm et al. (2015). The first is to engage existing organisations that already are involved in relevant activities, and the second to establish a new organisation to take the role as CSO. The project team has been in contact with several organisations that have shown interest in taking the role as CSO. However, from the discussions with potential CSOs it is clear that initial funding from NWG is needed regardless of which organisation that takes over as CSO. Initial funding is needed to cover costs for:

- Making final adjustments that cannot be made by any other actor.
- Communicating that the certification system is operational.
- Possible adaptations to the organisation’s own operations.

From a cost perspective the project team suggests that an organisation already involved in related activities should be chosen. This is suggested as the time spent on the CSO role is estimated, but still uncertain, and thus also the related costs. The CSO role is not expected to require a full-time position, except for during the initial start-up (see Chapter 5.5). It is seen as beneficial that the CSO has other operations in addition to the CSO role, in order to have relatively low overhead costs (shared between several work areas). The project team would also recommend NWG to consider an actor with knowledge and experience of similar activities. This would enable an efficient hand-over of the project, as well as
providing knowledge from their existing activities that can contribute to the Nordic textile commitment from a different angle. Engaging a “new actor”, without similar previous experience, is likely to be more costly and time-consuming.

Three principally different models for establishment of a CSO organisation in the Nordic region were presented in Palm et al. (2015):

- One common CSO for the whole Nordic region.
- National independent CSOs.
- National CSOs within a common Nordic structure (“Holding company”).

Based on experience from this project, the project group proposes one common CSO for the whole Nordic region. Splitting up the responsibilities between several organisations is not seen as beneficial. Having one overall Nordic CSO facilitates the procurement for NWG, as well as facilitating the delivery of the certification system for this project to the future CSO. Using one organisation is likely to be the fastest route to achieving a certification system that is up and running. A Nordic CSO will also ensure consistency for all Nordic collectors.

5.2.1 Selection process

As NWG appoints the future CSO, the role of the project team is to suggest and facilitate the selection process. NWG is likely to procure the role as CSO, including support for initial funding for getting the system operational, on a one or two year basis. After this initial one to two-year period, the certification system should be able to bear its own costs and continue without additional funding from NWG. The project team suggests that the actors applying for the CSO role should be able to show evidence that they have experience and competence in several relevant areas:

- Experience with third party certification systems or similar.
- Experience in communication to the general public as well as business-to-business communication.
- Experience in hosting websites.
- Experience in administration, for example fees and costs covered by members.
- Experience in working at the Nordic level.

The organisation shall also be asked to clearly motivate and explain:

- The motivation for the organisation’s interest in the CSO role and the driving forces behind this interest.
- How the CSO role would fit into the organisation’s ordinary operations.
- The organisation’s experience in working with textiles and textile waste.
At the third reference group meeting, the reference group suggested that the CSO should be non-for-profit. This should be clearly stated in the call for tenders.

5.3 Communication material

Communication will be managed by the CSO, and also the distribution of logo stickers. A CSO will need a communication plan, which will need more thorough work when the CSO is appointed. The following information should be regarded as a first proposal, which the appointed CSO would be expected to elaborate on.

It is essential that consumers can identify certified collectors. To this end, logo stickers are suggested to be used to distinguish the collection bins of certified organisations from other actors collecting textiles. The logo can only be used by certified actors, and it suggested that this should be protected by copyright. The stickers should be placed on collection containers and be large enough to be clearly visible. Four different versions of the logo stickers are needed.

1. One for actors collecting textiles for re-use and recycling.
2. One for actors collecting textiles aimed for re-use only.
3. One for actors collecting textiles for re-use and recycling, and fulfills the criteria for "social benefit".
4. One for actors collecting textiles aimed for re-use only, and fulfills the criteria for "social benefit".

Proposals for the stickers are presented below. The stickers should be available in English, Danish, Swedish, Norwegian and Finnish. However, the words “The Nordic textile re-use and recycling commitment should always be in English.

The stickers contain the commitment logo and a link/barcode to more information. The information revealed when using the barcode could be the following:

The Nordic textile re-use and recycling commitment certification assures that textiles are handled by serious actors following strict criteria. The collected textiles are re-used and recycled in accordance with the waste hierarchy, and operations are reviewed by an independent third party. The commitment is voluntary and ensures sustainable and transparent handling of textiles for reuse and textile waste for recycling. The certification guarantees a re-use rate of at least 50% and 90% re-use and recycling. More information is available on www.textilecommitment.org
For certified collection of textiles aimed for re-use only the information is slightly different:

The Nordic textile re-use and recycling commitment certification assures that textiles are handled by serious actors following strict criteria. The collected textiles are re-used in accordance with the waste hierarchy, and operations are reviewed by an independent third party. The commitment is voluntary and ensures sustainable and transparent handling of used textiles aimed for re-use. The certification guarantees a re-use rate of at least 80%. The aim of The Nordic textile re-use and recycling commitment certification is to double the collection of textiles in the Nordic countries to 2025 compared to 2012.

The certified collectors are allowed to use the stickers as soon as their certificate is issued by the CSO. They can choose to use logos in the colours of “The Nordic textile re-use and recycling commitment” or in black/grey scale. Their certification number should be included on the logo before printing and using it. A date of validity is also suggested to be added to the stickers. To avoid misuse of the logo, an updated list of certified organisations should always be available on the website. The CSO is responsible for printing stickers in relation to the collector’s needs. This cost is separately charged to the collector.

According to the criteria it should be made clear to the person delivering/donating textiles aimed for re-use to collection actors where the textiles are going, that the purpose of the collection is to re-use or to re-use and recycle the textiles, and who is performing the collection.

Information about the system could also be provided in other formats, like brochures, posters etc., where appropriate.

Figure 8: Proposals of logotypes to be put on collection containers

This logotype can only be used by national governments and system operator(s).
Short texts for communication to the general public, in brochure format, could for example be formulated as follows:

The Nordic textile reuse and recycling commitment certification assures that certified organizations follow strict criteria on traceability and environmental performance when collecting and handling textiles. The collected textiles will be re-used and recycled in accordance with the waste hierarchy, and all operations are reviewed by an independent third party. The certification is voluntary and ensures sustainable and transparent handling of used textiles. The aim of The Nordic textile re-use and recycling commitment certification is to double the collection of textiles in the Nordic countries to 2025 compared to 2012.

There are two types of certification. The first is for collection of textiles aimed for re-use only, and the second for collection of textiles for re-use and textile waste for recycling. By accepting textile waste, the collector also handles textiles that are only suitable for recycling into products such as rags and insulation. The two types of certifications come with different requirements for re-use and recycling. Certification of collection of textiles for re-use and textile waste for recycling guarantees at least 50% of the collected textiles are re-used, and 90% are either re-used or recycled. The certification for collection of textiles for re-use only guarantees that at least 80% of the collected textiles are re-used, and that 90% are re-used or recycled. The two certification types are distinguished by different logos.

Collectors fulfilling criteria for social benefit, charities, have logos marked with "Social benefit".

Collector X conforms to “The Nordic textile re-use and recycling commitment” – a certification system for textile collectors in the Nordic countries. Major decisions regarding the commitment are taken by a certification committee comprised of representatives from [list of organisations represented in the committee].
5.3.1 **Supporter logo**

Municipalities are recommended to be allowed to use the supporter logo, for example on their websites as a way of showing that the municipality supports “The Nordic textile and recycling commitment”. The use of the support logo is accompanied by a fee.

Businesses are recommended to not be allowed to use the supporter logo as there is a potential risk of diluting the credibility of the certification system. However, the supporter logo may be used in second-hand shops that have exclusive contracts with a certified collector. The supporter logo is presented below.

![Supporter logo](image.png)

5.4 **Website**

The operator shall maintain a website for the certification system. The website should be in English, as well as in several Nordic languages, and should include:

- General information about the system, labels and contact details for certification.
- Information about the certification committee and its members.
- The current/latest criteria and checklist documents.
- Third party auditor requirements, and previously used auditors.
- List of certified organisations and the duration of their certificates.
- Statistic summary of the collection, re-use and recycling achievements of the certified members.

The CSO is responsible for keeping the website up-to-date with correct information. The current domain website cost is around EUR 15 per year, and around EUR 25 per year for the web space (15 GB). This web space is likely to be sufficient. It is estimated that maintenance of the website will require approximately 40–80 hours per year.
5.5 Certification costs and fees

The certification system shall be non-profit and fees shall be adjusted to compensate for the operational costs of the system only. It is desirable to have fees that are as low as possible, in order to enable organisations to join the certification scheme. Charities are often financed by gifts and voluntary workers. The fee system must be easy, transparent and cost effective to manage. Palm et al. (2015) suggested that the costs and fees of the system should be divided into annual fees for members and supporting organisations, certification cost and verification cost. However, we suggest that a registration fee is used instead of a certification cost; meaning that the applicant pays when registering their intention to become certified, rather than when certification is completed.

5.5.1 Annual fee

It is proposed that the annual fee is differentiated depending on the size of the certified operation, i.e. on the annual amount of original textiles collected. The fee covers development, communication and general operation of the system, and the size of the fee will depend on how many certified partners there are in the system to share the cost. The annual fee is set by the certification system operator together with the certification committee. Failure to pay the annual fee will lead to withdrawal of certification. When a collector joins the certification system a share of the annual fee for that calendar year should be invoiced; in Q1: 100%, Q2: 75%, Q3: 50%, Q4: 25%. After the first partial calendar year, annual fees should normally be invoiced at the beginning of the year.

For collectors, the annual fee could be differentiated as follows (suggestion by Palm et al. 2015):

Table 4: Suggested annual fees for certified organisations based on the annual amount of collected original textiles

<table>
<thead>
<tr>
<th>Collected amounts</th>
<th>Corresponding size</th>
<th>Possible annual fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;=100 tonnes</td>
<td>Small</td>
<td>EUR 100 + VAT</td>
</tr>
<tr>
<td>100-&gt;1,000 tonnes</td>
<td>Medium</td>
<td>EUR 500 + VAT</td>
</tr>
<tr>
<td>1,000-&gt;10,000 tonnes</td>
<td>Large</td>
<td>EUR 1,000 + VAT</td>
</tr>
<tr>
<td>&gt;10,000 tonnes</td>
<td>X-Large</td>
<td>EUR 2,500 + VAT</td>
</tr>
</tbody>
</table>

Municipalities supporting the certification system that have contracted/given permission to certified collectors in the municipality may use the supporter logo, for example on their websites. For municipalities supporting the certification system the annual fee is differentiated depending on the number of inhabitants:
Table 5: Suggested annual fees to be charged municipalities supporting the certification system

<table>
<thead>
<tr>
<th>No. of inhabitants</th>
<th>Corresponding size</th>
<th>possible annual fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;10,000</td>
<td>Small</td>
<td>EUR 100 + VAT</td>
</tr>
<tr>
<td>10,000–250,000</td>
<td>Medium</td>
<td>EUR 500 + VAT</td>
</tr>
<tr>
<td>&gt;250,000</td>
<td>Large</td>
<td>EUR 1,000 + VAT</td>
</tr>
</tbody>
</table>

The project group proposes that the maximum fee that could be charged must not exceed double the amounts proposed above. If the maximum fee levels cannot cover the costs of the system (i.e. due to few certified organisations), the funding gap must be covered by NWG. A potential fee for second-hand shops having exclusive contracts with certified collectors should be considered by the CSO.

5.5.2 Registration cost

A registration fee is paid to the certification system when applying for registration, covering administration of the certification process. This includes communication with the applicant, revision of the third party audit report and administration related to issuing the certificate if/when it is granted. The certification fee is the same for all applicants and is set by the certification system operator together with the certification committee. A suggested range for the fee could be EUR 400–600 + VAT.

After a trial period the proposed annual fees and fees for registration should be adjusted to match both the needs for further development of the system, administration and communication of the system. Fees paid to auditors for certification audits are regulated by individual agreements between the auditor and the organisation applying for certification. The certification system should always strive to keep fees down to avoid the risk of excluding collectors due to financial purposes.

5.5.3 Auditor costs

Compliance with criteria in the certification system is verified by third-party auditors. The certification system operator together with the certification committee sets the minimum requirements that auditors must meet, but the collector applying for certification decides which of the qualified auditors to use. The collector enters into agreement with the auditor; the certification system operator is not involved in this relationship.

In the trial audit, the cost ranged from around EUR 2,000–4,000 per collector. As the trial phase was an iterative and continuous process, it is likely that the certification cost will be lower when the system is operational. A re-audit with the same auditor when the certificate has expired is also likely to be less time-consuming, and therefore more cost-efficient, for both the collector and the auditor.
5.5.4 Costs for the certification system operation

The following costs need to be covered by the system:

Table 6: Costs to be covered by the certification system operator

<table>
<thead>
<tr>
<th>Task</th>
<th>Approximate cost</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretariat function (for communication with stakeholders, approval of auditors etc.)</td>
<td>EUR 35,000/year</td>
<td>20% for one employee à EUR 100/h (excluding social costs)</td>
</tr>
<tr>
<td>Update and revision of criteria</td>
<td></td>
<td>The documents should be reviewed on a regular basis (minimum every five years). The revision should be done in cooperation with the certification committee</td>
</tr>
<tr>
<td>Arrangement of certification committee meetings</td>
<td>Included in secretariat function</td>
<td></td>
</tr>
<tr>
<td>Administration of fees and certificates</td>
<td>Included in secretariat function</td>
<td></td>
</tr>
<tr>
<td>Creation of new logo</td>
<td>EUR 900</td>
<td>logotypcenter.se</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional initial investment</td>
</tr>
<tr>
<td>Register trademark for logo at PRV</td>
<td>Approx. EUR 200 (one time)</td>
<td><a href="https://www.prv.se/sv/varumarke/avgifter-och-betalning/">https://www.prv.se/sv/varumarke/avgifter-och-betalning/</a></td>
</tr>
<tr>
<td>Website costs</td>
<td>Approx. EUR 50–100/year for domain and web space. Updates of the website are included in the secretariat function</td>
<td>Updating the website could potentially be part of secretariat function</td>
</tr>
<tr>
<td>SUM</td>
<td>EUR 35,000–45,000/year</td>
<td>Plus optional initial investments</td>
</tr>
</tbody>
</table>

The income to the certification system consists of registration fees and annual fees from certified collectors and from municipalities supporting the certification system. The size of this income, to cover the certification system operation, depends on the number of certified actors. The number of certified actors depends mostly on three factors: the willingness to apply for certification, the difficulty for the applicants to fulfill the criteria, and the number of collectors in the Nordic countries. Annual fees are not charged until the certificate is issued, whereas the registration fee is charged when registering.

The number of collectors in the Nordic countries is challenging to estimate. According to Palm et al. (2014) there are four organisations (charities) collecting around or over 5,000 tonnes of textiles annually in Denmark, three in Finland, two in Norway and three in Sweden. In addition to the largest actors there are a high number of smaller initiatives and charities as well as commercial actors collecting textiles in stores making the estimation of annual income highly uncertain. Assuming that the largest charities in the Nordic countries would like to apply for certification, and eventually get the certificate, would mean an income from annual fees of around EUR 12,000 to 14,000 per year plus registration costs every three years. This means that all expenses in excess of this income would need to be covered from external sources such as NWG.
Apart from operating the certification system there will also be some initial cost to set up the certification system for the CSO. The size of this cost will be highly dependent on the CSO chosen, and the magnitude of changes the CSO would like to make in order to adapt the system operation to its other businesses. A very rough approximation is that it would require DKK 80,000 for an actor familiar with “The Nordic textile re-use and recycling commitment” certification equivalent to two weeks of full time work. The time should be spent on information and communication that the certification system is operational and that collectors are able to apply for certification, planning how the certification system should be run on a daily basis, invite members to the certification committee, and update the website etc. Initial funding should also take into consideration that unforeseen activities can occur when the certification system is launched.

5.6 Certification committee

Two existing organisations were looked at when considering how a certification committee for the certification system should be composed: the International EPD system (Environmental Product Declarations) and Revaq (certification of sludge for agricultural purposes). The aim was to get a picture of how other organisations solve the formal administration and control of their certification processes, and get inspiration to form the certification committee in “The Nordic textile re-use and recycling commitment”.

5.6.1 The International EPD system

An EPD (Environmental Product Declaration) “is a verified and registered document that communicates transparent and comparable information about the life-cycle environmental impact of products” (EPD System, 2016). An example of a system operator for the EPD System is the Swedish system operator for “The International EPD system”. This particular EPD system was founded in Sweden and is a global programme for type III environmental declarations operating in accordance with ISO 14025 and EN 15804. Other countries have their own systems (e.g. Norway, Germany and others, Ecoplatform 2016), but the systems are harmonised. The following text is about the system operated in Sweden, but is similar to the other schemes mentioned. An EPD can be created for all kinds of products and services and are accessible for download at no cost from the EPD website. EPDs are developed by organisations, such as companies or trade associations, and the EPDs are verified by either accredited certification bodies or recognised individual verifiers/auditors.

EPD International AB, a limited company registered in Sweden, acts as the Programme Operator and has the overall responsibility for the International EPD
Mutual recognition and harmonization work has also been performed with IBU (German EPD system) and EPD-Norway (Norwegian EPD system). The EPD systems are built up similarly. EPD International has a secretariat function managing most of the daily work, including updates to the General Program Instructions (GPI) for the system and communication with stakeholders. There is also a technical committee that assists in technical issues, such as the GPI update. The technical committee also approves the third party verifiers, based on the criteria set out for verifiers in the GPI. Potential verifiers are not suggested or chosen by the system, but apply for approval themselves.

The Technical Committee functions as a support to the system operator and consists of a group of at least five LCA/EPD experts. The Technical Committee assists the system operator and the secretariat in technical issues as well as with updating the General Programme Instructions etc. The system operator appoints members and manages membership of the committee based on applications from LCA/EPD experts, needs expressed by the committee in terms of skills or capability, and by nominations to the committee by member organisations (EPD System, 2016).

5.6.2 Revaq

Revaq is a certification system with the aim of decreasing the flow of hazardous substances to waste water treatment plants and to create a sustainable return of nutrients present in waste water sludge. The certification system is open to waste water treatment plants in Sweden, and currently 43 waste water treatment plants are certified according to Revaq.

The organisation of Revaq consists of a steering group, a rule committee and a secretariat. The CEO selects the steering group, which is in charge of updating formal documents such as rules etc. To do this, the steering group selects a rule committee (4–7 people) and a scientific council. The rule committee continuously develops the rules of the system and handles complaints to the system. The scientific council consists of external and independent researchers and acts as a knowledge resource for the system. There is also a project manager for Revaq, who is in charge of the secretariat conducting the daily work of the system. More details about the different instances of Revaq, their current composition and their responsibilities can be found on their website (Revaq, 2016).

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6 Countries: Mexico and Chile.
5.6.3 Certification committee in “The Nordic textile re-use and recycling commitment”

The project team suggest that the certification committee in “The Nordic textile re-use and recycling commitment” should function as support for the CSO and assist in, for example, updating and revising criteria and checklists, and in approving auditors. This should normally be done every three years (every five years as a minimum). They also act as a stakeholder forum where issues and feedback regarding the system can be discussed. The number of participants should be 6–9, and should be selected by NAG on a yearly basis. The chair of the committee is chosen by voting at the first annual meeting. It is suggested that the following stakeholders should be represented in the committee:

- Collectors (2–3, rotating between certified system members).
- Textile producers (1–2, rotating between interested parties).
- Textile sorters/recyclers (1–2, rotating).
- National authorities (EPAs) (1, rotating).
- NAG representatives (1, rotating between countries).
- Researchers (1, rotating).
- National waste organisations representing local authorities (2, rotating).

The committee should meet at least twice per year, where one meeting every third year should be dedicated to updating the system documents together with representatives of the CSO. The preparation of draft revised documents should be conducted by a working group of at least 4 committee members. The updated drafts should be circulated for feedback among collectors, sorters, recyclers, municipalities and authorities for 60 days and then updated for a second time according to the feedback received. The final drafts should be circulated to committee members and the CSO at least two weeks in advance of the meeting where the update is to be officially decided upon. The whole update process will therefore take approximately six months. Additional meetings can be held if deemed necessary by a majority of the committee members. The chair of the committee is responsible for invitations to meetings.
References


H&M (2016). Waste legislation Nordic countries – June 2016. Comments to different proposals in the Nordic countries. Contact persons: Name: Pernilla Halldin Telephone: +46-8-7965661 E-mail: Pernilla.halldin@hm.com


Appendix 1: Reference group

The reference group consisted of the following members.

Table 1: Names of members in the reference group

<table>
<thead>
<tr>
<th>Names</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Winberg</td>
<td>The city of Copenhagen</td>
</tr>
<tr>
<td>Jonas Eder Hansen</td>
<td>Danish Fashion Institute</td>
</tr>
<tr>
<td>Kenneth Skov-Andersen</td>
<td>Frelsens Haer</td>
</tr>
<tr>
<td>Minja Huopalainen</td>
<td>UFF Finland</td>
</tr>
<tr>
<td>Sari Nikkola</td>
<td>Kontti/Finish Red Cross</td>
</tr>
<tr>
<td>Helena Dahlbo</td>
<td>Finnish Environment Institute, SYKE</td>
</tr>
<tr>
<td>Timo Hämäläinen</td>
<td>The Finnish Solid Waste Association</td>
</tr>
<tr>
<td>Ellen Haalaas</td>
<td>The city of Oslo</td>
</tr>
<tr>
<td>Benedicte Brinchmann Eie</td>
<td>H&amp;M Norway</td>
</tr>
<tr>
<td>Frode Nilsen</td>
<td>Fretex</td>
</tr>
<tr>
<td>Kåre Edvardsen</td>
<td>The city of Halden</td>
</tr>
<tr>
<td>Emma Enebog</td>
<td>Myrorna</td>
</tr>
<tr>
<td>Susanna Winblad/Ingela Morfeldt</td>
<td>The city of Malmö/VA Syd</td>
</tr>
<tr>
<td>Klaus Rosinski/Anna Jiffer/Levi Möller</td>
<td>Returtex/HumanBridge</td>
</tr>
<tr>
<td>Sara Winroth</td>
<td>Lindex Sweden</td>
</tr>
<tr>
<td>Elisabeth Dahlin/Magnus Lundén</td>
<td>Swedish Red Cross</td>
</tr>
<tr>
<td>Jørn Jensen</td>
<td>Bureau Veritas</td>
</tr>
<tr>
<td>Kaj Pihl</td>
<td>UFF-Humana Denmark</td>
</tr>
<tr>
<td>Steen Trasborg</td>
<td>Trasborg</td>
</tr>
</tbody>
</table>
Appendix 2: Self-assessment checklist for collection of textiles aimed for re-use only

Background

This checklist is designed to allow textile collectors to perform self-assessment within the certification system “The Nordic Textile Re-use and Recycling Commitment” (hereafter “The Commitment”).

There are two types of certification available:

- One for collection of textiles aimed for re-use only.
- One for collection of textiles for re-use and textile waste (the legally correct term is “collection of textiles for preparation for re-use and textile waste”).

Accordingly, there are two sets of criteria:

- One describing criteria to be fulfilled by collectors seeking certification for collection of textiles for re-use only.
- One describing criteria to be fulfilled by collectors seeking certification for collection of textiles for re-use and textile waste.

This document is a checklist to be used for collectors seeking for certification to collect textiles for re-use only. The collector seeking for certification should complete the following template in full and provide documentation to support the information provided.

The criteria require that the performance of all relevant downstream actors shall be documented and available for the audit.

Once the checklist is completed by the collector, the auditor will work through the checklist, verifying the information and documentation provided by the collector. The auditor will submit the verified checklist to the System Operator as part of the certification process.\textsuperscript{5}

\textsuperscript{5}The interim System Operator is IVL Svenska Miljöinstitutet. Contact person: Anna Fråne, anna.frane@ivl.se, +4610788 67 41.
Conditions for certification

Full compliance of all criteria is needed in order to become certified. Minor deviations identified by the auditor shall be corrected within three months from the audit date, and will thus be subject for a limited re-audit. If the deviations are not corrected within the set time frame, another full audit must be completed.

Please note: while the criteria seek to accommodate all relevant national legislation in the Nordic countries, where the provisions or demands of national legislation deviates from the criteria, the national legislation takes precedence over the criteria, with no adverse implications for certification.

Document guide

This document is divided into three parts:

1. Quantitative description of textile flows through your value chain.
2. Documentation requirements for verifying compliance with the criteria.

Terms

The Auditor is an organisation authorised by the System Operator to audit and verify the information provided by the collector prior to certification.

A Collector is defined as any actor that receives used textiles.

A Collection point is any location where used textiles are collected, for example containers and in-store collection.

Original textile refers to the total amount of textiles aimed for re-use and textile waste collected at collection points. Original textile is unsorted, and could thus contain items other than textiles.

Re-use refers to any operation by which products or components are used again for the same purpose for which they were conceived.

Recycling refers to any recovery operation by which non-reusable materials are reprocessed into products, materials or substances whether for the original or other purposes.

Recovery in a legal sense covers “preparing for re-use”, “recycling” and “incineration with energy recovery”. In the context of the Commitment, recovery refers to energy recovery through incineration or co-incineration, where the principal use of the waste is as a fuel.
Textile refers to the material textile. If shoes, bags and accessories are collected together with textiles at collection points these quantities might be included but should be made clear in the quantitative information.

Textile waste refers to collected textiles that are sent to recycling, energy recovery or disposal.

The Certification System Operator is the body that maintains The Commitment and issues certification.

Checklist

The documentation requested in Part 1 and 2 should directly illustrate compliance with the criteria.

Collector (company name):
Representative for collector (name and title):

Auditor (company name):
Auditor (name and title):
Audit Date:
Date for the previous audit (if applicable):
Previous Audit reference number (if applicable):
Part 1: Quantitative information on textile flows

Figure 1: Quantitative information on textile flows

FLOW CHART

Management in the country of collection

A
Collection at local collection points

B
Pre-sorting / reloading in collection country

D
Second hand sale in collection country

B1
Recycling

B2
Energy Recovery

B3
Incineration / landfill

Management abroad

C
Sorting Abroad

C1
Second hand sale in sorting country

C2
Second hand sale in third country

C3
Recycling

C4
Energy Recovery

C5
Incineration / landfill

Key

- A = collected amounts of original textile and textiles. Please specify the amount collected in-store, in containers, by kerbside collection or other collection options.
- B = the amount of original textile and textiles sorted/reloaded.
  - B1 = the amount of textiles sent to recycling.
  - B2 = the amount of textiles sent to energy recovery.
  - B3 = the amount of textiles sent to incineration (without energy recovery) or landfill.
- C = the amount of original textile and textiles sent to sorting abroad.
  - C1 = the amount of textiles to second-hand sale in the sorting country.
  - C2 = the amount of textiles sent to second-hand sale in third country.
  - C3 = the amount of textiles sent to recycling.
  - C4 = the amount of textiles sent to energy recovery.
  - C5 = the amount of textiles sent to incineration (without energy recovery) or landfill.
- D = the amount of textiles sent to second-hand sale in the collection country.
Please fill in the Table with annual data (previous year). Please be prepared to provide documentation for your answers. The auditor will require this.

Sorting results according to C1–C5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier.

Table 1: Annual data on textile flows to be filled in by the collector

<table>
<thead>
<tr>
<th>Position in flow chart</th>
<th>Description</th>
<th>Quantity (tonnes/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Collected amounts of original textiles (please distinguish between in-store, container, kerbside collection and other collection options)</td>
<td>Original textiles (tonnes/year)</td>
</tr>
<tr>
<td></td>
<td>In-store collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Container collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kerbside collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other collection options</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>(Pre)-sorted / Re-loaded amounts</td>
<td>...of which is sent to:</td>
</tr>
<tr>
<td>B1</td>
<td>Recycling</td>
<td></td>
</tr>
<tr>
<td>B2&lt;sup&gt;6&lt;/sup&gt;</td>
<td>Energy recovery</td>
<td></td>
</tr>
<tr>
<td>B3&lt;sup&gt;7&lt;/sup&gt;</td>
<td>Incineration without energy recovery or landfill</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Amounts sent to sorting abroad</td>
<td>...of which is sent to:</td>
</tr>
<tr>
<td>C1</td>
<td>Second-hand sale in the sorting country</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Second-hand sale in a third country</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>Recycling</td>
<td></td>
</tr>
<tr>
<td>C4&lt;sup&gt;8&lt;/sup&gt;</td>
<td>Energy recovery</td>
<td></td>
</tr>
<tr>
<td>C5&lt;sup&gt;9&lt;/sup&gt;</td>
<td>Incineration without energy recovery or landfill</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Second-hand sale in the collection country</td>
<td></td>
</tr>
</tbody>
</table>

To be calculated

\[
\frac{(C1+C2 +D)}{A_{\text{textile}}} \text{ Re-use rate } \% \\
\frac{(B1+C3)}{A_{\text{textile}}} \text{ Recycling rate } \% \\
\frac{(C1+C2 +D+B1+C3)}{A_{\textile}} \text{ Re-use and recycling rate } \%
\]

---

<sup>6</sup> Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.

<sup>7</sup> Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.

<sup>8</sup> Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.

<sup>9</sup> Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.
Part 2: Documentation of compliance with criteria

In the following Chapters the criteria are divided as follows:

1. Information, transparency and reporting.
2. Collection.
3. Sorting (both in the collection country and abroad).
4. Second-hand sale (Re-use).
5. Environmental performance.

Equal rules apply for export of textiles as well as for domestic sorting, re-use (sales) and recycling. Other existing third party certification ensuring compliance with the criteria of the certification may be used as documentation for international actors.

1. Information, transparency and reporting

Table 2: Information, transparency and reporting, Criterions

<table>
<thead>
<tr>
<th>Criterions</th>
<th>Check if fulfilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1.1: Traceability of textiles shall be possible from collection to the input of C1–C5 (see flow chart), i.e. the collector shall be able to document the quantities of sorted textiles sent to second-hand sale in the sorting country, second-hand sale in a third country, recycling, energy recovery, and incineration without energy recovery or to landfill.</td>
<td>(X)</td>
</tr>
<tr>
<td>Criterion 1.2: The collector is responsible for gathering the required information. This includes information from third party organisations required to fulfil the criteria.</td>
<td>(X)</td>
</tr>
<tr>
<td>Criterion 1.3: Documentation shall include receipts of all transfer of textiles to and from collectors and sorters, resellers or recyclers. Sorters, resellers and recyclers shall be able to verify the fate of received textiles (overall or specific to signatory) either directly with receipts or via third party certification.</td>
<td>(X)</td>
</tr>
<tr>
<td>Criterion 1.4: All collected textiles shall be documented with weight and source of origin.</td>
<td>(X)</td>
</tr>
</tbody>
</table>

The documentation outlined below should be provided to illustrate compliance with the Criteria.

---

(X) The minimum requirement is to weigh collected textiles at reloading stations and in shops.
Table 3: Information, transparency and reporting, Required documentation

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1 Documented overview of the textile value chain, from collection to the outputs from sorting. This is to clarify to the auditor how collected textiles are managed within your organisation.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2 Documentation of the type (container, kerbside, in-store collection, other), location and number of collection points. As a minimum, location and type of collection point shall be specified on the municipal level.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.3 Documentation of the number of second-hand shops your organisation operates (if any).</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.4 Documentation of the transportation and reloading of textiles from collection to sorting. ¹¹</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.5 Documented description of the routines for weighing the collected textiles. The description/routine shall include information about where in the value chain the textiles are weighed. The minimum requirement is to weigh the collected textiles at reloading stations and in shops. The collector shall be able to present documented weights.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.6 Documented routines for ensuring that textiles remain dry along the value chain.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.7 Documented routines for minimising theft of textiles from the value chain.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹¹ A main / average route description is appropriate if you have a variety of collection and transport routes.
2. Collection

Table 4: Collection, Criterion 2.1

<table>
<thead>
<tr>
<th>Criterion 2.1</th>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment / reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>It should be made clear to the person delivering/donating used textiles to collection actors where the textiles are going; that the purpose of collection is to re-use the textiles; which organisation is performing the collection and; how to find more information about the certification system.</td>
<td>2.1.1 Documentation of routines for communicating the fate of the received textiles, the purpose of the collection and collector contact information. If the collector is already certified, documentation about the certification system shall be communicated. This will be verified by sample checks at collection points.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 5: Collection, Criterion 2.2

<table>
<thead>
<tr>
<th>Criterion 2.2</th>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment / reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collectors shall not knowingly accept textiles that originate from illegal collection or textiles with uncertain origin.</td>
<td>2.2.1 Documentation of the measures taken to minimize the possibility of receiving textiles from illegal collection.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6: Collection, Criterion 2.3

<table>
<thead>
<tr>
<th>Criterion 2.3</th>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment / reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information on which products are accepted shall be clearly stated to the consumer.</td>
<td>2.3.1 Documentation of how consumers are informed about the products accepted (textiles, shoes, bags, accessories etc.). The same requirement applies to all collection types (container, kerbside, in-store collection, other). The information shall be provided through stickers or similar that shall be placed on containers or in close connection to the in-store collection points.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 7: Kerbside Collection, Criterion 2.4

<table>
<thead>
<tr>
<th>Criterion 2.4</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If material is not collected, due to not being textile, being soiled or otherwise contaminated, written information shall be given to the consumer</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Required documentation**

- 2.4.1 Documentation of routines for providing written information to consumers about why the material is not collected.
- 2.4.2 Documentation of the frequency of uncollected material.

### Table 8: Container Collection, Criterion 2.5

<table>
<thead>
<tr>
<th>Criterion 2.5</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Containers for textiles aimed for re-use shall only be installed once the relevant documented authorisation has been obtained from the local authority and/or land owner</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Required documentation**

- 2.5.1 List of documented permissions from municipalities and other land owners. The list should include which municipalities have given permission for your organisation to collect textiles in their region, any municipal waste authorities that your organisation has an agreement with, as well as contact details (including name, telephone number and e-mail address) for each municipality.

### Table 9: Container Collection, Criterion 2.6

<table>
<thead>
<tr>
<th>Criterion 2.6</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container sites shall be well-maintained and the immediate area around the container shall be kept free from litter</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Required documentation**

- 2.6.1 Documentation of routines and follow-up for how container sites are kept well-maintained and free from waste and dispersed textiles.

### Table 10: Container Collection, Criterion 2.7

<table>
<thead>
<tr>
<th>Criterion 2.7</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The collector shall ensure that containers are emptied frequently and that they are clearly marked with contact details in the event of problems (see Table 12):</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Required documentation**

- 2.7.1 Documentation of the emptying routines and follow-up for containers.
- 2.7.2 Documentation about the presence of contact details on the collection containers. This will be verified by sample checks.
### 3. Sorting (both in the collection country (B) and abroad (C))

#### Table 11: Sorting, Criterion 3.1

<table>
<thead>
<tr>
<th>Criterion 3.1: Collectors shall require documented assurance from their contracted sorters that the sorters do not accept illegally collected textiles</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required documentation</strong></td>
<td><strong>Incl.</strong></td>
</tr>
<tr>
<td>3.1.1 Documentation of assurance from contracted sorters that they do not accept illegally collected textiles.</td>
<td>✔</td>
</tr>
</tbody>
</table>

#### Table 12: Sorting, Criteria 3.2–3.5

<table>
<thead>
<tr>
<th>Criteria 3.2–3.5: Sorters shall report the annual amount and the share of the sorted textiles aimed for re-use that are sent to:</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
</table>
| ● Re-use  
● Recycling  
● Incineration with energy recovery  
● Incineration without energy recovery or landfill | |
| Sorting results according to 3.2–3.5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier | |

| **Required documentation** | **Incl.** | **N/A** | **Comments/reference** |
| 3.2.1 Documentation of the destination and the amounts of textiles leaving the sorting plant(s). This links to the re-use rate in Part 1 of this checklist. | ✔ | | |

#### Table 13: Sorting Criterion, 3.6

<table>
<thead>
<tr>
<th>Criterion 3.6: Collected textiles aimed for re-use shall only be sold to companies with the requested competence regarding handling of these material flows</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required documentation</strong></td>
<td><strong>Incl.</strong></td>
</tr>
<tr>
<td>3.6.1 Documentation on the contracted sorters competence in sorting textiles.</td>
<td>✔</td>
</tr>
</tbody>
</table>
4. Second-hand sale (Re-use)

Table 14: Second-hand sale, Criterion 4.1

<table>
<thead>
<tr>
<th>Criterion 4.1</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales of textiles by a certified actor may only be associated with the certification system if all re-used textiles are included in the certification system. Sales of certified textiles together with new textiles are allowed if it is clear that new textiles are not collected within the certification system.</td>
<td></td>
</tr>
</tbody>
</table>

Required documentation

4.1.1 Documentation proving that all sales of textiles are included in the certification system. An alternative is to show how it is made clear to consumers that new textiles are not part of the certification system.

Table 15: Second-hand sale, Criterion 4.2

<table>
<thead>
<tr>
<th>Criterion 4.2</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The percentage of sold (or donated) textiles aimed for re-use as a share of received used textiles together with the fate of unsold textiles shall be reported. Only the sold or donated textiles may be included as re-used.</td>
<td></td>
</tr>
</tbody>
</table>

Required documentation

4.2.1 Documentation of the percentage of sold (or donated) used textiles as a share of collected used textiles.\(^{12, 13}\) This links to the re-use rate in Part 1 of this checklist.

4.2.2 Documentation of the percentage of collected used textiles that are sent to re-use. This links to the re-use rate in Part 1 of this checklist.

\(^{12}\) Weight % required.

\(^{13}\) Textiles going on to a new life, rather than final waste treatment, like incineration or landfill.
5. Environmental performance

Collected textiles shall be treated according to the waste hierarchy stated in the Waste Framework Directive (2008/98/EC).

Table 16: Environmental performance, Criterion 5.1

<table>
<thead>
<tr>
<th>Criterion 5.1</th>
<th>The collector shall present action plans for increasing the amounts of textiles that are re-used</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td></td>
<td>Incl. N/A Comment/reference</td>
</tr>
<tr>
<td>5.1.1 Documented action plan showing how the collector plans to increase the amount of textiles that are re-used.</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 17: Environmental performance, Criterion 5.2

<table>
<thead>
<tr>
<th>Criterion 5.2</th>
<th>At least 80% of collected textiles shall be re-used (annually) either by charity re-use, domestic sales or by exports to an organization guaranteeing the level of re-use</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td></td>
<td>Incl. N/A Comment/reference</td>
</tr>
<tr>
<td>5.2.1 Documentation that the collector meets the minimum re-use target described in Criterion 6.2. Please show the basis for the calculation. Note that the re-use level shall be calculated for textiles only (not original textiles). Please state whether shoes and accessories are included in “textiles”, or not. This links to the re-use rate in Part 1 of this checklist.</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 18: Environmental performance, Criterion 5.3

<table>
<thead>
<tr>
<th>Criterion 5.3</th>
<th>At least 90% of collected textiles shall either be re-used or used as input for recycling (annually)</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td></td>
<td>Incl. N/A Comment/reference</td>
</tr>
<tr>
<td>5.3.1 Documentation that the collector meets the minimum re-use/input to recycling target described in Criterion 6.3. Please show the basis for the calculation. Note that the re-use/input for recycling level shall be calculated for textiles only (not original textiles). Shoes and accessories may be included, but shall be informed of. This links to the re-use rate in Part 1 of this checklist.</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

As shown in Criterion 6.5, shoes and accessories can be included in textiles, but it should be clearly stated whether they are included, or not.
### Table 19: Environmental performance, Criterion 5.4

<table>
<thead>
<tr>
<th>Criterion 5.4</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatories comply with the criteria for environmental performance if they only re-use textiles and send the remaining textiles to another signatory that fulfils criteria C6.2 and C6.3</td>
<td></td>
</tr>
</tbody>
</table>

**Required documentation**

5.4.1 If your organisation sends textiles aimed for re-use to another signatory that fulfils criteria C6.2 and C6.3, please provide documentation showing that the organisation fulfils these criteria.

**Comment/reference**


### Table 20: Environmental performance, Criterion 5.5

<table>
<thead>
<tr>
<th>Criterion 5.5</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected items that are not textiles should not be included in the calculation regardless of being waste or other products with the exception of shoes and accessories. If shoes and accessories are included, this should be clearly stated</td>
<td></td>
</tr>
</tbody>
</table>

**Required documentation**

5.5.1 Documentation for the presence or absence of shoes and accessories from the collected textiles.

**Comment/reference**


6. Social benefit

Table 21: Social benefit, Criterion 6.1

<table>
<thead>
<tr>
<th>Criterion 6.1</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A socially beneficial actor shall fulfill at least six of the following criteria</td>
<td></td>
</tr>
<tr>
<td>* Mainly reinvest profits in own or similar enterprises.</td>
<td></td>
</tr>
<tr>
<td>* Be non-profit.</td>
<td></td>
</tr>
<tr>
<td>* Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed.</td>
<td></td>
</tr>
<tr>
<td>* Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership).</td>
<td></td>
</tr>
<tr>
<td>* Be structurally independent from the public sector.</td>
<td></td>
</tr>
<tr>
<td>* Be certified as having charity status.</td>
<td></td>
</tr>
<tr>
<td>* Mainly be operated by volunteers.</td>
<td></td>
</tr>
<tr>
<td>* Have clear and transparent economic accounting.</td>
<td></td>
</tr>
<tr>
<td>* Protect human equity and equal rights.</td>
<td></td>
</tr>
<tr>
<td>* Have as main purpose to improve living conditions for humans living under particularly difficult conditions.</td>
<td></td>
</tr>
</tbody>
</table>

Clarifications of the social benefit criteria are available in Appendix 2.1.

Required documentation | Incl. | Number | N/A | Comment/reference
--- | --- | --- | --- | ---
6.1.1 Documentation supporting your organisation’s compliance with at least six of the above criteria. | ✓ | | | |
Please note that if significant changes are made during the certification period a supplementary certification shall be performed. If there is any uncertainty to whether a change constitutes a significant change, the certification system operator must be notified.

I hereby confirm that I [organisation representative] have filled out this self-assessment checklist to the best of my ability and knowledge, and that the organisation-specific data supplied by [organisation name] (the Collector) is factually correct.

Date:
Collector (signature):

I hereby confirm as a third party, independent auditor that [organisation name] complies with the requirements of “The Nordic Textile Re-use and Recycling Commitment” for Collectors. The organisation-specific data has been examined as regards plausibility and consistency; the Collector is responsible for its actual integrity.

Date:
Auditor (signature):

---

15 Significant changes include changes in customers/partners. If a contract with an existing customer/partner is renewed without changes, this does not need to be reported.
Appendix 2.1: Clarifications of social benefit criteria

Social Criteria 1: “Reinvest profits in own enterprise, similar enterprises or a charity” means that any profits from used textiles should be used for reinvestment in the organizations management of used textiles or given to an organization (which can be an owner) also meeting at least six of the criteria listed or meeting criteria number 6.

Social Criteria 2: “Be non-profit” means that no profits are given to any kind of owner, shareholder or other actor. Profits are used either to further develop the organization’s internal management of used textiles or for purposes included in any of the remaining criteria.

Social Criteria 3: “Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed” is self-explanatory. A substantial part of the employees should fit into this category.

Social Criteria 4: “Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership)” means that most or all of the co-workers have a say in how the organization manage the used textiles and run their organization. (It is a mean for empowerment connecting to criteria 3)

Social Criteria 5: “Be structurally independent from the public sector” means that the organization should not be part of the public sector. It does not mean that it should not cooperate or receive funds or grants from the public sector for purposes included in any of the remaining criteria.

Social Criteria 6: “Be certified as having charity status” can differ between countries. In Sweden the 90–account given by Svensk insamlingskontroll is a valid certification. In Norway an approval by Innsamlingskontrollen is a valid certification. In Denmark an approval by ISOBRO is a valid certification. For other countries, charity status can be decided by the system operator together with the certification committee.

Social Criteria 7: “Mainly be operated by volunteers” means that a majority of persons involved in the management of used textiles shall be without reimbursement for their services.

Social Criteria 8: “Have clear and transparent economic accounting” means that documentation must be clear enough to make it possible to verify that the other criteria is fulfilled. If criterion 6 is fulfilled either by Svensk Insamlingskontroll or Innsamlingskontrollen, this criterion is automatically met.

Social Criteria 9: “Have as main purpose to protect human equity and equal rights” means to have as main purpose to strengthen and protect human equity and equal rights by different means, be it economic, lobbying, education or other.

Social Criteria 10: “Have as main purpose to improve living conditions for humans living under particularly difficult conditions” means to improve living conditions for humans living under particularly difficult conditions by different means, be it economic, work training, aid, education or other.
Uncertainty of fulfilment of criteria

The definitions of socially beneficial organizations are not always clear cut as extensively discussed in the reports used as basis for the chosen criteria. If there are uncertainties to whether an organization meets the criteria for social benefit the auditor may present the uncertainty to the system operator. The system operator then consults the certification committee which will evaluate and propose a recommendation. The system operator makes the final decision.
Appendix 3: Self-assessment checklist for collection of textiles aimed for re-use and textile waste

Background

This checklist is designed to allow textile collectors to perform self-assessment within the certification system “The Nordic Textile Re-use and Recycling Commitment” (hereafter “The Commitment”).

There are two types of certification available:

- One for collection of textiles aimed for re-use only.
- One for collection of textiles for re-use and textile waste (the legally correct term is “collection of textiles for preparation for re-use and textile waste”).

Accordingly, there are two sets of criteria:

- One describing criteria to be fulfilled by collectors seeking certification for collection of textiles for re-use only.
- One describing criteria to be fulfilled by collectors seeking certification for collection of textiles for re-use and textile waste.

This document is a checklist to be used for collectors seeking for certification to collect both textiles aimed for re-use and textile waste. The collector seeking certification should complete the following template in full and provide documentation to support the information provided.

The criteria require that the performance of all relevant downstream actors shall be documented and available for the audit.

Once the checklist is completed by the collector, the auditor will work through the checklist, verifying the information and documentation provided by the collector. The auditor will submit the verified checklist to the System Operator as part of the certification process.16

---

16 The interim System Operator is IVL Svenska Miljöinstitutet. Contact person: Anna Fråne, anna.frane@ivl.se, +46 10 788 67 41
Conditions for certification

Full compliance of all criteria is required in order to become certified. Minor deviations identified by the auditor shall be corrected within three months from the audit date, and will thus be subject for a limited re-audit. If the deviations are not corrected within the set time frame, another full audit must be completed.

Please note: while the criteria seeks to accommodate all relevant national legislation in the Nordic countries, where the provisions or demands of national legislation deviates from the criteria, the national legislation takes precedence over the criteria, with no adverse implications for certification.

Document guide

This document is divided into three parts:

1. Quantitative description of textile flows through your value chain.
2. Documentation requirements for verifying compliance with the criteria.

Terms

The Auditor is an organisation authorised by the System Operator to audit and verify the information provided by the collector prior to certification.

A Collector is defined as any actor that receives used textiles.

A Collection point is any location where used textiles are collected, for example containers and in-store collection.

Original textile refers to the total amount of textiles aimed for re-use and textile waste collected at collection points. Original textile is unsorted, and could thus contain items other than textiles.

Re-use refers to any operation by which products or components are used again for the same purpose for which they were conceived.

Recycling refers to any recovery operation by which non-reusable materials are reprocessed into products, materials or substances whether for the original or other purposes.

Recovery in a legal sense covers "preparing for re-use", "recycling" and "incineration with energy recovery". In the context of the Commitment, recovery refers to energy recovery through incineration or co-incineration, where the principal use of the waste is as a fuel. Textile refers to the material textile. If shoes, bags and accessories are collected together with textiles at collection points these quantities might be included but should be made clear in the quantitative information.
Textile waste refers to collected textiles that are sent to recycling, energy recovery or disposal.

The Certification System Operator is the body that maintains The Commitment and issues certification.

Checklist

The documentation requested in Part 1 and 2 should directly illustrate compliance with the criteria.

Collector (company name):
Representative for collector (name and title):

Auditor (company name):
Auditor (name and title):
Audit Date:
Date for the previous audit (if applicable):
Previous Audit reference number (if applicable):
Part 1: Quantitative information on textile flows

Figure 1: Quantitative information on textile flows

FLOW CHART

Management in the country of collection

A. Collection at local collection points

D. Second hand sale in collection country

B. Pre-sorting / reloading in collection country

B1. Recycling

B2. Energy Recovery

B3. Incineration / landfill

C. Sorting Abroad

C1. Second hand sale in sorting country

C2. Second hand sale in third country

C3. Recycling

C4. Energy Recovery

C5. Incineration / landfill

Key

- A = collected amounts of original textile and textiles. Please specify the amount collected in-store, in containers, by kerbside collection or other collection options.
- B = the amount of original textile and textiles sorted/reloaded.
  - B1 = the amount of textiles sent to recycling.
  - B2 = the amount of textiles sent to energy recovery.
  - B3 = the amount of textiles sent to incineration (without energy recovery) or landfill.
- C = the amount of original textile and textiles sent to sorting abroad.
  - C1 = the amount of textiles to second-hand sale in the sorting country.
  - C2 = the amount of textiles sent to second-hand sale in third country.
  - C3 = the amount of textiles sent to recycling.
  - C4 = the amount of textiles sent to energy recovery.
  - C5 = the amount of textiles sent to incineration (without energy recovery) or landfill.
- D = the amount of textiles sent to second-hand sale in the collection country.
Please fill in the Table with annual data (previous year). Please be prepared to provide documentation for your answers. The auditor will require this.

Sorting results according to C1–C5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier.

Table 1: Annual data on textile flows to be filled in by the collector

<table>
<thead>
<tr>
<th>Position in flow chart</th>
<th>Description</th>
<th>Quantity (tonnes/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collected amounts of original textiles (please distinguish between in-store, container, kerb-side collection and other collection options)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>In-store collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Container collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kerbside collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other collection options</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>(Pre)-sorted / Re-loaded amounts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>…of which is sent to:</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Recycling</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>Energy recovery</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>Incineration without energy recovery or landfill</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Amounts sent to sorting abroad</td>
<td></td>
</tr>
<tr>
<td></td>
<td>…of which is sent to:</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Second-hand sale in the sorting country</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Second-hand sale in a third country</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>Recycling</td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>Energy recovery</td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>Incineration without energy recovery or landfill</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Second-hand sale in the collection country to be calculated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(C1+C2+D)/A_{textile} Re-use rate</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>(B1+C3)/A_{textile} Recycling rate</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>(C5+C2+D+B1+C3)/A_{textile} Re-use and recycling rate</td>
<td>%</td>
</tr>
</tbody>
</table>

17 Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.

18 Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.

19 Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.

20 Information about the share of textiles in the fraction sent energy recovery could for example be provided from waste analyses.
Part 2: Documentation of compliance with criteria

In the following Chapters the criteria are divided as follows:

1. Information, transparency and reporting.
2. Collection.
3. Sorting (both in the collection country and abroad).
4. Second-hand sale (Re-use).
5. Environmental performance.

Equal rules apply for export of textiles as well as for domestic sorting, re-use (sales) and recycling. Other existing third party certification ensuring compliance with the criteria of the certification may be used as documentation for international actors.

1. Information, transparency and reporting

Table 2: Information, transparency and reporting, Criterions 1.1.-1.4

<table>
<thead>
<tr>
<th>Criterions 1.1.-1.4</th>
<th>check if fulfilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1.1: Traceability of textiles shall be possible from collection to the input of C1–C5 (see flow chart), i.e. the collector shall be able to document the quantities of sorted textiles sent to second-hand sale in the sorting country, second-hand sale in a third country, recycling, energy recovery, and incineration without energy recovery or to landfill.</td>
<td>(X)</td>
</tr>
<tr>
<td>Criterion 1.2: The collector is responsible for gathering the required information. This includes information from third party organisations required to fulfil the criteria.</td>
<td>(X)</td>
</tr>
<tr>
<td>Criterion 1.3: Documentation shall include receipts of all transfer of textiles to and from collectors and sorters, resellers or recyclers. Sorters, resellers and recyclers shall be able to verify the fate of received textiles (overall or specific to signatory) either directly with receipts or via third party certification.</td>
<td>(X)</td>
</tr>
<tr>
<td>Criterion 1.4: All collected textiles shall be documented with weight and source of origin. 21</td>
<td>(X)</td>
</tr>
</tbody>
</table>

The documentation outlined below should be provided to illustrate compliance with the Criteria.

21 The minimum requirement is to weigh collected textiles at reloading stations and in shops.
**Table 3: Information, transparency and reporting, Required documentation**

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1 Documented overview of the textile value chain, from collection to the outputs from sorting. This is to clarify to the auditor how collected textiles are managed within your organisation.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2 Documentation of the type (container, kerbside, in-store collection, other), location and number of collection points. As a minimum, location and type of collection point shall be specified on the municipal level.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.3 Documentation of the number of second-hand shops your organisation operates (if any).</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.4 Documentation of the transportation and reloading of textiles from collection to sorting.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.5 Documented description of the routines for weighing the collected textiles. The description/routine shall include information about where in the value chain the textiles are weighed. The minimum requirement is to weigh the collected textiles at reloading stations and in shops. The collector shall be able to present documented weights.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.6 Documented routines for ensuring that textiles remain dry along the value chain.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.7 Documented routines for minimising theft of textiles from the value chain.</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

22 A main / average route description is appropriate if you have a variety of collection and transport routes.
2. Collection

Table 4: Collection, Criterion 2.1

<table>
<thead>
<tr>
<th>Criterion 2.1</th>
<th></th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>It should be made clear to the person delivering/donating used textiles to collection actors where the textiles are going, what the purpose of the collection is, who is performing the collection and how to find more information about the certification system</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required documentation

2.1.1 Documentation of routines for communicating the fate of the received textiles, the purpose of the collection and collector contact information.

If the collector is already certified, documentation about the certification system shall be communicated. This will be verified by sample checks at collection points.

Table 5: Collection, Criterion 2.2

<table>
<thead>
<tr>
<th>Criterion 2.2</th>
<th></th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collectors shall not knowingly accept textiles that originate from illegal collection or textiles with uncertain origin</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required documentation

2.2.1 Documentation of the measures taken to minimize the possibility of receiving textiles from illegal collection.

Table 6: Collection, Criterion 2.3

<table>
<thead>
<tr>
<th>Criterion 2.3</th>
<th></th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collectors shall accept all textiles, i.e. both textiles aimed for re-use and textile waste. This includes torn, worn-out and incomplete textiles (e.g. single socks). This should be made clear to the consumer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required documentation

2.3.1 Documentation of the communication that all textiles are accepted. This will be verified by sample checks at collection points.
Table 7: Collection, Criterion 2.4

<table>
<thead>
<tr>
<th>Criterion 2.4</th>
<th>Information on which products are accepted shall be clearly stated to the consumer (see Table 9):</th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl. N/A Comment/reference</td>
<td>2.4.1 Documentation of how consumers are informed about the products accepted (textiles, shoes, bags, accessories etc.). The same requirement applies to all collection types (container, kerbside, in-store collection, other). The information shall be provided through stickers or similar that shall be placed on containers or in close connection to the in-store collection points.</td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 8: Collection, Criterion 2.5

<table>
<thead>
<tr>
<th>Criterion 2.5</th>
<th>The collector shall have permission to collect waste as stipulated under national waste legislation in place in the relevant country(s)</th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl. N/A Comment/reference</td>
<td>2.5.1 Documented permission to collect waste.</td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 9: Kerbside Collection, Criterion 2.6

<table>
<thead>
<tr>
<th>Criterion 2.6</th>
<th>If material is not collected, due to not being textile, being soiled or otherwise contaminated, written information shall be given to the consumer</th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl. N/A Comment/reference</td>
<td>2.6.1 Documentation of routines for providing written information to consumers about why the material is not collected.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.6.2 Documentation of the frequency of uncollected material.</td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 10: Container Collection, Criterion 2.7

<table>
<thead>
<tr>
<th>Criterion 2.7</th>
<th>Textile containers shall only be installed once the relevant documented authorisation has been obtained from local authority and/or land owner (see Table 12):</th>
<th>X</th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl. N/A Comment/reference</td>
<td>2.7.1 List of documented permissions from municipalities and other land owners. The list should include which municipalities/other land owners have given permission for your organisation to place collection containers in their region, as well as contact details (including name, telephone number and e-mail address) for each municipality/land owner.</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Table 11: Container Collection, Criterion 2.8

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8.1 Documentation of routines and follow-up for how container sites are kept well-maintained and free from waste and dispersed textiles.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

### Table 12: Container Collection, Criterion 2.9

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.9.1 Documentation of the emptying routines and follow-up for containers.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9.2 Documentation about the presence of contact details on the collection containers.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This will be verified by sample checks.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Sorting (both in the collection country (B) and abroad (C))

Collectors shall require documented assurance from their contracted sorters that the sorters do not accept illegally collected textiles

Table 13: Sorting, Criterion 3.1

<table>
<thead>
<tr>
<th>Criterion 3.1:</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl.</td>
</tr>
<tr>
<td>3.1.1 Documentation of assurance from contracted sorters that they do not accept illegally collected textiles.</td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 14: Sorting, Criteria 3.2–3.5

<table>
<thead>
<tr>
<th>Criteria 3.2–3.5</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorters shall report the annual amount and the share of the sorted textiles that are sent to:</td>
<td></td>
</tr>
<tr>
<td>● Re-use.</td>
<td></td>
</tr>
<tr>
<td>● Recycling.</td>
<td></td>
</tr>
<tr>
<td>● Incineration with energy recovery.</td>
<td></td>
</tr>
<tr>
<td>● Incineration without energy recovery or landfill.</td>
<td></td>
</tr>
<tr>
<td>Sorting results according to C3.2–3.5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier:</td>
<td></td>
</tr>
<tr>
<td>Required documentation</td>
<td>Incl.</td>
</tr>
<tr>
<td>3.2.1 Documentation of the destination and the amounts of textiles leaving the sorting plant(s).</td>
<td>✓</td>
</tr>
<tr>
<td>This links to the re-use rate in Part 1 of this checklist.</td>
<td></td>
</tr>
</tbody>
</table>

Table 15: Sorting, Criterion 3.6

<table>
<thead>
<tr>
<th>Criterion 3.6</th>
<th>X (check if fulled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected used textiles shall only be sold to companies with the requested competence regarding handling of these material flows</td>
<td></td>
</tr>
<tr>
<td>Required documentation</td>
<td>Incl.</td>
</tr>
<tr>
<td>3.6.1 Documentation on the contracted sorters competence in sorting textiles.</td>
<td>✓</td>
</tr>
</tbody>
</table>
### 4. Second-hand sale (Re-use)

#### Table 16: Second-hand sale, Criterion 4.1

<table>
<thead>
<tr>
<th>Criterion 4.1</th>
<th></th>
<th></th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales of textiles by a certified actor may only be associated with the certification system if all re-used textiles are included in the certification system. Sales of certified textiles together with new textiles are allowed if it is clear that new textiles are not collected within the certification system.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Required documentation**

<table>
<thead>
<tr>
<th></th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1 Documentation proving that all sales of textiles are included in the certification system. An alternative is to show how it is made clear to consumers that new textiles are not part of the certification system.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Table 17: Second-hand sale, Criterion 4.1

<table>
<thead>
<tr>
<th>Criterion 4.1</th>
<th></th>
<th></th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales of textiles by a certified actor may only be associated with the certification system if all re-used textiles are included in the certification system. Sales of certified textiles together with new textiles are allowed if it is clear that new textiles are not collected within the certification system.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Required documentation**

<table>
<thead>
<tr>
<th></th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1 Documentation proving that all sales of textiles are included in the certification system. An alternative is to show how it is made clear to consumers that new textiles are not part of the certification system.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Table 18: Second-hand sale, Criterion 4.2

<table>
<thead>
<tr>
<th>Criterion 4.2</th>
<th></th>
<th></th>
<th>(check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The percentage of sold (or donated) used textiles as a share of received used textiles together with the fate of unsold textiles shall be reported. Only the sold or donated textiles may be included as re-used</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Required documentation**

<table>
<thead>
<tr>
<th></th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.1 Documentation of the percentage of sold (or donated) used textiles as a share of collected used textiles. This links to the re-use rate in Part 1 of this checklist.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2.2 Documentation of the percentage of collected used textiles that are sent to re-use. This links to the re-use rate in Part 1 of this checklist.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

23 Weight % required.
24 Textiles going on to a new life, rather than final waste treatment, like incineration or landfill.
5. Environmental performance

Collected textiles shall be treated according to the waste hierarchy stated in the Waste Framework Directive (2008/98/EC).

Table 19: Environmental performance, Criterion 5.1

<table>
<thead>
<tr>
<th>Criterion 5.1</th>
<th>The collector shall present action plans for increasing the amounts of textiles dealt with according to the waste hierarchy (see Table 21): X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl.</td>
</tr>
<tr>
<td>5.1.1 Documented action plan showing how the collector plans to increase the amount of textiles dealt with according to the waste hierarchy (i.e. increasing re-use and recycling)</td>
<td>☑</td>
</tr>
</tbody>
</table>

Table 20: Environmental performance, Criterion 5.2

<table>
<thead>
<tr>
<th>Criterion 5.2</th>
<th>At least 50% of collected textiles shall be re-used (annually) either by charity re-use, domestic sales or by export to an organization guaranteeing the level of re-use X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl.</td>
</tr>
<tr>
<td>5.2.1 Documentation that the collector meets the minimum re-use target described in Criterion 6.2. Please show the basis for the calculation. Note that the re-use level shall be calculated for textiles only (not original textiles). Please state whether shoes and accessories are included in “textiles”, or not. This links to the re-use rate in Part 1 of this checklist.</td>
<td>☑</td>
</tr>
</tbody>
</table>

Table 21: Environmental performance, Criterion 5.3

<table>
<thead>
<tr>
<th>Criterion 5.3</th>
<th>At least 90% of collected textiles shall either be re-used or used as input for recycling (annually) X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required documentation</td>
<td>Incl.</td>
</tr>
<tr>
<td>5.3.1 Documentation that the collector meets the minimum re-use/input to recycling target described in Criterion 6.3. Please show the basis for the calculation. Note that the re-use/input for recycling level shall be calculated for textiles only (not original textiles). Shoes and accessories may be included, but shall be informed of. This links to the re-use rate in Part 1 of this checklist.</td>
<td>☑</td>
</tr>
</tbody>
</table>

As shown in Criterion 6.5, shoes and accessories can be included in textiles, but it should be clearly stated whether they are included, or not.
### Table 22: Environmental performance, Criterion 5.4

<table>
<thead>
<tr>
<th>Criterion 5.4</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatories comply with the criteria for environmental performance if they only re-use textiles and send the remaining textiles to another signatory that fulfils criteria C6.2 and C6.3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.1 If your organisation sends textiles to another signatory that fulfils criteria C6.2 and C6.3, please provide documentation showing that the organisation fulfils these criteria.</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 23: Environmental performance, Criterion 5.5

<table>
<thead>
<tr>
<th>Criterion 5.5</th>
<th>X (check if fulfilled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected items that are not textiles should not be included in the calculation regardless of being waste or other products with the exception of shoes and accessories. If shoes are included, this should be clearly stated</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Incl.</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.1 Documentation for the presence or absence of shoes and accessories from the collected textiles.</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Social benefit

Table 24: Social benefit, Criterion 6.1

<table>
<thead>
<tr>
<th>Criterion 6.1</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A socially beneficial actor shall fulfill at least six of the following criteria:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Mainly reinvest profits in own or similar enterprises.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Be non-profit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership).</td>
<td></td>
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<td>● Be structurally independent from the public sector.</td>
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<td>● Be certified as having charity status.</td>
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<td>● Mainly be operated by volunteers.</td>
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<td>● Have clear and transparent economic accounting.</td>
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<td>● Protect human equity and equal rights.</td>
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<tr>
<td>● Have as main purpose to improve living conditions for humans living under particularly difficult conditions.</td>
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</table>

Clarifications of the social benefit criteria are available in Appendix 3.1.

Required documentation

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Ind.</th>
<th>Number</th>
<th>N/A</th>
<th>Comment/reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.1 Documentation supporting your organisation's compliance with at least six of the above criteria.</td>
<td>✓</td>
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</table>
Please note that if significant changes are made during the certification period a supplementary certification shall be performed. If there is any uncertainty to whether a change constitutes a significant change, the certification system operator must be notified.\footnote{Significant changes include changes in customers/partners. If a contract with an existing customer/partner is renewed without changes, this does not need to be reported.}

I hereby confirm that I [organisation representative] have filled out this self-assessment checklist to the best of my ability and knowledge, and that the organisation-specific data supplied by [organisation name] (the Collector) is factually correct.

\textit{Date:}\newline\textit{Collector (signature):}

I hereby confirm as a third party, independent auditor that [organisation name] complies with the requirements of "The Nordic Textile Re-use and Recycling Commitment" for Collectors. The organisation-specific data has been examined as regards plausibility and consistency; the Collector is responsible for its actual integrity.

\textit{Date:}\newline\textit{Auditor (signature):}
Appendix 3.1: Clarifications of social benefit criteria

**Social Criteria 1:** “Reinvest profits in own enterprise, similar enterprises or a charity” means that any profits from used textiles should be used for reinvestment in the organization’s management of used textiles or given to an organization (which can be an owner) also meeting at least six of the criteria listed or meeting criteria number 6.

**Social Criteria 2:** “Be non-profit” means that no profits are given to any kind of owner, shareholder or other actor. Profits are used either to further develop the organization’s internal management of used textiles or for purposes included in any of the remaining criteria.

**Social Criteria 3:** “Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed” is self-explanatory. A substantial part of the employees should fit into this category.

**Social Criteria 4:** “Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership)” means that most or all of the co-workers have a say in how the organization manage the used textiles and run their organization. (It is a mean for empowerment connecting to criteria 3)

**Social Criteria 5:** “Be structurally independent from the public sector” means that the organization should not be part of the public sector. It does not mean that it should not cooperate or receive funds or grants from the public sector for purposes included in any of the remaining criteria.

**Social Criteria 6:** “Be certified as having charity status” can differ between countries. In Sweden the 90-account given by Svensk insamlingskontroll is a valid certification. In Norway an approval by Innsamlingskontrollen is a valid certification. In Denmark an approval by ISOBRO is a valid certification. For other countries, charity status can be decided by the system operator together with the certification committee.

**Social Criteria 7:** “Mainly be operated by volunteers” means that a majority of persons involved in the management of used textiles shall be without reimbursement for their services.

**Social Criteria 8:** “Have clear and transparent economic accounting” means that documentation must be clear enough to make it possible to verify that the other criteria is fulfilled. If criterion 6 is fulfilled either by Svensk Insamlingskontroll or Innsamlingskontrollen, this criterion is automatically met.

**Social Criteria 9:** “Have as main purpose to protect human equity and equal rights” means to have as main purpose to strengthen and protect human equity and equal rights by different means, be it economic, lobbying, education or other.

**Social Criteria 10:** “Have as main purpose to improve living conditions for humans living under particularly difficult conditions” means to improve living conditions for humans living under particularly difficult conditions by different means, be it economic, work training, aid, education or other.
Uncertainty of fulfilment of criteria

The definitions of socially beneficial organizations are not always clear cut as extensively discussed in the reports used as basis for the chosen criteria. If there are uncertainties to whether an organization meets the criteria for social benefit the auditor may present the uncertainty to the system operator. The system operator then consults the certification committee which will evaluate and propose a recommendation. The system operator makes the final decision.
Appendix 4: Criteria for collectors seeking certification for collection of textiles aimed for re-use only

1. Information, transparency and reporting

- **Criterion 1.1:**
  Traceability of textiles shall be possible from collection to the input of C1–C5 (see flow chart i checklist), i.e. the collector shall be able to document the quantities of sorted textiles sent to second-hand sale in the sorting country, second-hand sale in a third country, recycling, energy recovery, and incineration without energy recovery or to landfill.

- **Criterion 1.2:**
  The collector is responsible for gathering the required information. This includes information from third party organisations required to fulfil the criteria.

- **Criterion 1.3:**
  Documentation shall include receipts of all transfer of textiles to and from collectors and sorters, resellers or recyclers. Sorters, resellers and recyclers shall be able to verify the fate of received textiles (overall or specific to signatory) either directly with receipts or via third party certification.

- **Criterion 1.4:**
  All collected textiles shall be documented with weight and source of origin.\(^27\)

2. Collection

- **Criterion 2.1:**
  It should be made clear to the person delivering/donating textiles aimed for re-use to collection actors where the textiles are going, that the purpose of the collection is to re-use the textiles, which organisation is performing the collection; and how to find more information about the certification system.

- **Criterion 2.2:**
  Collectors shall not knowingly accept textiles that originate from illegal collection or textiles with uncertain origin.

\(^{27}\) The minimum requirement is to weigh collected textiles at reloading stations and in shops.
• **Criterion 2.3:** Information on which products are accepted shall be clearly stated to the consumer.

*Kerbside Collection*

• **Criterion 2.4:** If material is not collected, due to not being textile, being soiled or otherwise contaminated, written information shall be given to the consumer.

*Container collection*

• **Criterion 2.5:** Containers for textiles aimed for re-use shall only be installed once the relevant documented authorisation has been obtained from the local authority and/or land owner.

• **Criterion 2.6:** Container sites shall be well-maintained and the immediate area around the container shall be kept free from litter.

• **Criterion 2.7:** The collector shall ensure that containers are emptied frequently and that they are clearly marked with contact details in the event of problems.

3. Sorting (both in the collection country and abroad)

• **Criterion 3.1:** Collectors shall require documented assurance from their contracted sorters that the sorters do not accept illegally collected textiles.

• **Criteria 3.2–3.5:** Sorters shall report the annual amount and the share of the sorted textiles aimed for re-use that are sent to:
  – Re-use.
  – Recycling.
  – Incineration with energy recovery.
  – Incineration without energy recovery or landfill.

Sorting results according to C3.2–3.5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier.

• **Criterion 3.6:** Collected textiles aimed for re-use shall only be sold to companies with the requested competence regarding handling of these material flows.
4. Second-hand sale (re-use)

- **Criterion 4.1:**
  Sales of textiles by a certified actor may only be associated with the certification system if all re-used textiles are included in the certification system. Sales of certified textiles together with new textiles are allowed if it is clear that new textiles are not collected within the certification system.

- **Criterion 4.2:**
  The percentage of sold (or donated) textiles aimed for re-use as a share of received used textiles together with the fate of unsold textiles shall be reported. Only the sold or donated textiles may be included as re-used.

5. Environmental performance

- **Criterion 5.1:**
  The collector shall present action plans for increasing the amounts of textiles that are dealt with according to the waste hierarchy.

- **Criterion 5.2:**
  At least 80% of the collected textiles aimed for re-use shall be re-used (annually) either by charity re-use, domestic sales or by export to an organization guaranteeing the level of re-use.

- **Criterion 5.3:**
  At least 90% of collected textiles shall either be re-used or used as input for recycling (annually).

- **Criterion 5.4:**
  Signatories comply with the criteria for environmental performance if they only re-use textiles and send the remaining textiles to another signatory that fulfils criteria C6.2 and C6.3.

- **Criterion 5.5:**
  Collected items that are not textiles should not be included in the calculation of re-use level with the exception of shoes and accessories. If shoes and accessories are included, this should be clearly stated.
6. Social benefit

- **Criterion 6.1:**
  A socially beneficial actor shall fulfill at least six of the following criteria:
  - Mainly reinvest profits in own or similar enterprises.
  - Be non-profit.
  - Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed.
  - Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership).
  - Be structurally independent from the public sector.
  - Be certified as having charity status.
  - Mainly be operated by volunteers.
  - Have clear and transparent economic accounting.
  - Protect human equity and equal rights.
  - Have as main purpose to improve living conditions for humans living under particularly difficult conditions.
Appendix 5: Criteria for collectors seeking certification for collection of textiles aimed for re-use and recycling

1. Information, transparency and reporting

- **Criterion 1.1:**
  Traceability of textiles shall be possible from collection to the input of C1–C5 (see flow chart in checklist), i.e. the collector shall be able to document the quantities of sorted textiles sent to second-hand sale in the sorting country, second-hand sale in a third country, recycling, energy recovery, and incineration without energy recovery or to landfill.

- **Criterion 1.2:**
  The collector is responsible for gathering the required information. This includes information from third party organisations required to fulfil the criteria.

- **Criterion 1.3:**
  Documentation shall include receipts of all transfer of textiles to and from collectors and sorters, resellers or recyclers. Sorters, resellers and recyclers shall be able to verify the fate of received textiles (overall or specific to signatory) either directly with receipts or via third party certification.

- **Criterion 1.4:**
  All collected textiles shall be documented with weight and source of origin.\(^\text{28}\)

2. Collection

- **Criterion 2.1:**
  It should be made clear to the person delivering/donating used textiles to collection actors where the textiles are going, that the purpose of the collection is to re-use and recycle the textiles, which organisation is performing the collection and how to find more information about the certification system.

\(^{28}\) The minimum requirement is to weigh collected textiles at reloading stations and in shops.
• **Criterion 2.2:** Collectors shall not knowingly accept textiles that originate from illegal collection or textiles with uncertain origin.

• **Criterion 2.3:** Collectors shall accept all textiles, i.e. both textiles aimed for re-use and textile waste. This includes torn, worn-out and incomplete textiles (e.g. single socks). This should be made clear to the consumer.

• **Criterion 2.4:** Information on which products are accepted shall be clearly stated to the consumer.

• **Criterion 2.5:** The collector shall have permission to collect waste as stipulated under national waste legislation in place in the relevant country(s).

*Kerbside Collection*

• **Criterion 2.6:** If material is not collected, due to not being textile, being soiled or otherwise contaminated, written information shall be given to the consumer.

*Container Collection*

• **Criterion 2.7:** Containers for textiles aimed for re-use and textile waste shall only be installed once the relevant documented authorisation has been obtained from the local authority and/or land owner.

• **Criterion 2.8:** Container sites shall be well-maintained and the immediate area around the container shall be kept free from litter.

• **Criterion 2.9:** The collector shall ensure that containers are emptied frequently and that they are clearly marked with contact details in the event of problems.
3. Sorting (both in the collection country and abroad)

- **Criterion 3.1:**
  Collectors shall require documented assurance from their contracted sorters that the sorters do not accept illegally collected textiles.

- **Criteria 3.2–3.5:**
  Sorters shall report the annual amount and the share of the sorted textiles that are sent to:
  - Re-use.
  - Recycling.
  - Incineration with energy recovery.
  - Incineration without energy recovery or landfill.
  Sorting results according to C3.2–3.5 can be given to a collector either as specific to their textiles (if available) or as the average fractions of the sorting not specified for any specific supplier.

- **Criterion 3.6:**
  Collected used textiles shall only be sold to companies with the requested competence regarding handling of these material flows.

4. Second-hand sale (re-use)

- **Criterion 4.1:**
  Sales of textiles by a certified actor may only be associated with the certification system if all re-used textiles are included in the certification system. Sales of certified textiles together with new textiles are allowed if it is clear that new textiles are not collected within the certification system.

- **Criterion 4.2:**
  The percentage of sold (or donated) used textiles as a share of received used textiles together with the fate of unsold textiles shall be reported. Only the sold or donated textiles may be included as re-used.

5. Environmental performance

- **Criterion 5.1:**
  The collector shall present action plans for increasing the amounts of textiles that are dealt with according to the waste hierarchy.

- **Criterion 5.2:**
  At least 50% of collected textiles shall be re-used (annually) either by charity re-use, domestic sales or by export to an organization guaranteeing the level of re-use.
• **Criterion 5.3:**
  At least 90% of collected textiles shall either be re-used or used as input for recycling (annually).

• **Criterion 5.4:**
  Signatories comply with the criteria for environmental performance if they only re-use textiles and send the remaining textiles to another signatory that fulfils criteria C6.2 and C6.3.

• **Criterion 5.5:**
  Collected items that are not textiles should not be included in the calculation with the exception of shoes and accessories. If shoes are included, this should be clearly stated.

6. **Social benefit**

• **Criterion 6.1:** A socially beneficial actor shall fulfill at least six of the following criteria:
  – Mainly reinvest profits in own or similar enterprises.
  – Be non-profit.
  – Have as main purpose to integrate people with significant difficulties getting employment and/or staying employed.
  – Create partnership for co-workers through ownership, contracts or in other documented ways (e.g. membership).
  – Be structurally independent from the public sector.
  – Be certified as having charity status.
  – Mainly be operated by volunteers.
  – Have clear and transparent economic accounting.
  – Protect human equity and equal rights.
  – Have as main purpose to improve living conditions for humans living under particularly difficult conditions.
Appendix 6: Auditor report

The following information shall be included in the auditor report to the CSO. The auditor must give comments on all criteria in a report, and make a report with the listed headlines.

1. Scope of the assessment.
   (The name of the collector, etc.)
3. Compliance with criteria.
   (The auditor must for every criterion conclude whether or not the criterion is fulfilled, and when needed add comments to the criteria.)
4. Other observations.
   xxxxx
   YYYYY
5. Contact names and contact details.
6. Conclusion.
7. Recommendations to the cso.
8. Other comments.
The Nordic textile reuse and recycling commitment – a certification system for used textiles and textile waste

"The Nordic textile re-use and recycling commitment" certification aims to decrease the environmental impact of textile consumption and to strengthen the competitiveness of the Nordic region by increasing re-use and recycling of textile waste generated in the Nordic countries. The certification system is voluntary, and ensures sustainable and transparent handling of used textiles.

The certification system assures that certified organizations follow strict criteria on traceability and environmental performance when collecting and handling textiles. The collected textiles will be re-used and recycled in accordance with the waste hierarchy, and all operations are reviewed by an independent third party.

There are two types of certification. The first is for collection of textiles aimed for re-use only, and the second for collection of textiles for re-use and textile waste for recycling.