



**Regional Affiliate Certificate Group**

**The Value of Print – Renewable, Recyclable, Effective**

November 17, 2021

Dear

Thank you for your participation in and support of the Regional Affiliate Certificate Group (RACG). As a participant, you already know of the value and service provided to RACG members by our group manager, American Green Consulting Group, which has over the years assisted members in unraveling the Chain of Custody certification maze.

We are writing today to discuss several important topics:

First, we were made aware of FSC's upcoming policy change to their Annual Administration Fee (AAF). FSC is now requiring exact dollar amounts for forest product turnover be documented, and evidence of forest product turnover for your most recent fiscal year. When you receive your renewal requests, a list of acceptable documentation will be listed (these are listed on the reverse side of the Consent Form). You will be required to submit documentation that matches the dollar amounts you are entering in the RACG Consent Form. *Please note: Due to FSC and SFI standard revisions, AGC is currently updating the member documentation packet and training portal. They will be sending these out in the near future, so please keep a watch for them.*

**Second, both RACG and American Green Consulting have seen a steady increase, especially over the last two years, in members being unresponsive to information requests. Not only to RACG and AGC staff but to our certification body (SGS) and affiliates; rescheduling audits multiple times and “no-showing” to scheduled audits. We understand that these have been difficult times for all of us, however, these actions are using up valuable auditor and RACG staff time and creating financial and personnel strains on the group certificate that are not tenable long term. We cannot let this continue. Therefore, we are updating our group policy going forward:**

- If RACG and AGC requests for information are not answered in a timely manner, a fee will be assessed to your account and which will need to be paid in full (along with any outstanding audit fees) within ten (10) days of receipt of invoice and must be paid prior to an audit being scheduled or conducted. Fees will be based on the hourly consulting rate of \$147.00. If payment is not made in full, your company's certification will be terminated. Please note that if you are terminated from the RACG certificate, you will have to start the certification process from scratch, and expect, at minimum, a 4-6 week timeline to be officially re-added to the certificate. (As a reminder: when companies agree to the RACG terms and conditions, naming a “Primary Contact” who is responsible for all RACG/AGC communications, is a requirement. See updated Consent Form.)
- One audit rescheduling attempt will be allowed, however, if another attempt is made, a fee of \$450.00 will be assessed and must be paid within ten (10) days of receipt of invoice. If payment is not made in full, your company's certification will be terminated. Please note that if you are terminated from the RACG certificate, you will have to start the certification process from scratch, and expect, at minimum, a 4-6 week timeline to be officially re-added to the certificate.

**Regional Affiliate Certificate Group**

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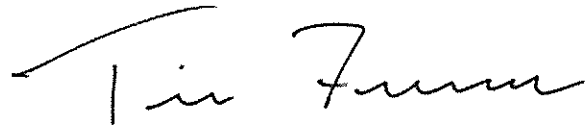
Phone: (716) 691-3211 | Fax: (716) 691-4249 | email: racg@PIAlliance.org

- “No-Showing” to an audit will result in immediate certificate termination. No refunds will be made if this occurs.

This program has been a benefit to many members over the years and our relationship with American Green Consulting has made it seamless; your company has experienced this first hand, otherwise you would not be participating in RACG! Endangering the certificate and the longevity of the program is something we are not prepared to do. Please have your staff familiarize themselves of these policy changes.

We thank all of you for your ongoing participation in RACG and we are looking forward to a better 2022. Please do not hesitate to contact us if you have any questions.

Yours very truly,

A handwritten signature in black ink, appearing to read "Tim Furrer". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

President, RACG

Enclosures