



Revinylize Recycling Collaborative Program Scheme

Polymeric Exterior Products Association

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1. Scope, Scheme, and Verified Program Members

The Polymeric Exterior Products Association (PEPA), is the scheme owner of the Revinylize Recycling Collaborative (Program). The Program encompasses both the organizing and marketing of a North American program for the post-consumer recycling of backed vinyl siding, vinyl siding, insulated vinyl siding, polypropylene siding, polymeric cladding, and other rigid vinyl products as deemed appropriate (Program).

1.1. Program Participation

Any interested party pursuing involvement in post-consumer recycling of backed vinyl siding, vinyl siding, insulated vinyl siding, polypropylene siding, polymeric cladding, and other rigid vinyl products. For a Verified Recycler and Verified Collection Site, with more than one facility, each facility is subject to separate verification including membership and fees.

1.2. Program Standards

The following industry-accepted standards and guidance are recognized as Program compliance criteria:

- ISO 14021:2016 Environmental Labels and Declarations
- Federal Trade Commission’s “Green Guides” 2012” (Guides for the Use of Environmental Marketing Claims)
- ISO/IEC 17065:2012 Conformity Assessment – Requirements for Bodies Certifying Products, Processes and Services. *Note:* Because this PEPA activity is intended to conform with ISO/IEC 17065, this document uses the normative references from section 2 and the terms and definitions from section 3 of the standard.

1.2.1. Standard Revisions

When a standard is added or revised as part of the Program, there will be a phase-in period to accommodate compliance with any revision to the standard. For the purposes of this Program, a revision to the standard shall be considered published when it is printed and/or electronically released by the respective standards organization or agency in its final form and made generally available to the public.

PEPA will update the Scheme and implement changes as needed as they relate to the Program. PEPA will work with the Advisory Board on implementation as it relates to timing, and other items as necessary. When applicable, PEPA will notify Program participants as to how the standard revisions will affect the Program.

1.3. Definitions

Advisory Board (AB): A group of Program members that proposes rules, policies, and procedures to operate and market Revinylyze and provides recommendations to PEPA Sustainability Committee.

Contractor: A company involved with some form of construction contracting, including a PEPA Certified Installer, that commits to the recycling of rigid vinyl products through either a Verified Collection Site or some other locally established Program.

Established Entity: A business that is formally operating as a recycler of post-consumer rigid vinyl.

Interest: A person who registers and commits to the recycling of post-consumer rigid vinyl and agrees to promote the Program.

Listing: Refers to a list, maintained by PEPA, of specific Revinylyze members verified under this Program.

Municipality: A government jurisdiction who commits to both the recycling of post-consumer rigid vinyl and agrees to promote the Program.

Non-Compliance: Any issue identified by PEPA regarding a participating Program member not complying with the Scheme requirements.

Notice of Non-Compliance (NONC): A communication issued to notify a participating Program Member when, in the judgment of PEPA, the participating Program member is aware of a non-compliance, but has not taken appropriate corrective action related to a defined Scheme requirement.

Official Written Notification: A statement in the form of an email or letter from PEPA.

Partner: A non-profit organization who registers and commits to both the recycling of post-consumer rigid vinyl and agrees to promote the Program.

PEPA Member-Participant: PEPA members that have been are committed to acting as Program ambassador to promote, engage with their networks, and actively recruit to help meet the goal of the Program. Examples of this category include employees focused on sustainability and regional sales representatives.

Polymeric Cladding: Other Cladding products that do not meet the definition of backed vinyl siding, vinyl siding, polypropylene siding, or insulated vinyl siding, but are made primarily of vinyl or some other type of polymeric material.

Polymeric Exterior Products Association: The Polymeric Exterior Products Association (PEPA) is the trade association representing the wide range of polymeric exterior building and home improvement products used to build resilient, beautiful home exteriors on and around homes across North America.

Post-Consumer Recycling: Material generated by households or by commercial, industrial, and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose, and that is collected, separated, or otherwise recovered from the waste stream through an established recycling program for reuse or use in manufacturing or assembling another item. This includes returns of material from the distribution chain. Examples include construction and demolition debris, materials collected through recycling programs, and buy-back material from a distributor.

Pre-Consumer Recycling: Materials diverted from the waste stream during the manufacturing process that are collected, separated, or otherwise recovered from the waste stream through

an established recycling program for reuse or use in manufacturing or assembling another item.
Program Requirements of the Scheme.

Revinyalize Contact: Person(s) for each Program member responsible for interaction with PEPA and the primary advocate for the Program.

Revinyalize Logo (Logo): A branded mark indicating a Program member is participating in the Revinyalize.

Revinyalize Member: Any person or company that is a member through the defined membership categories.

Revinyalize Scheme (Scheme): The Scheme conformity assessment system comprising rules, procedures, verification criteria, and management designations.

Rigid Vinyl: Post consumer rigid (non-flexible) vinyl building construction materials suitable for recycling with other rigid vinyl products for the creation of new building construction materials.

Revinyalize Website and Database: An IT platform that is used to operate the program.

Semi-annual Reports: A report completed on a semi-annual basis by the Verified Recycler, or when appropriate, the Verified Collection Site, and is provided to the Verification Body which includes:

- 1) Quantities in pounds of post-consumer rigid vinyl products processed and
- 2) An estimated amount of siding as a percentage total of that quantity

Suspension: Temporary withdrawal of authorization to use Logo and be listed on the Program website.

Sustainability Committee (SC): The PEPA committee which provides approval and or changes for the governance of the Program.

Sponsor: An organization that contributes financially as part of the Revinyalize sponsorship Program and agrees to promote the Program.

Trade Association Sponsor: A Trade Association that contributes financially as part of the Revinyalize sponsorship Program and agrees to promote the Program.

Variance: A finding of non-compliance.

Verification: The process for assessing a participant's compliance with specified requirements in the Scheme.

Verification Body (VB): An independent third-party organization who is ISO/IEC 17065 accredited/compliant and is experienced with recycling systems.

Verified Collection Site (VCS) (potential fee): A company that has established an onsite collection process through a relationship with a Verified Recycler or other locally established Program (fee) for the collection of post-consumer rigid vinyl material. Examples of VCS include distributors, waste haulers, and construction and demolition landfill/diversion points.

Verified Collection Zone (VCZ): A geographic area where 1 or more Verified Collection sites exist and directions on how to bring product for recycling is coordinated through a general communication vehicle through the VR, or other designated entity by the VR, such as email.

Verified Recycler (VR) (fee): A post-consumer rigid vinyl recycling operation that offers an established collection system to operate with collection sites.

Verify: Determine that an activity or condition conforms to specified requirements.

1.4. Roles and Responsibilities

1.4.1. Polymeric Exterior Products Association (PEPA)

PEPA is the Program Scheme owner. PEPA in conjunction with the VB will approve Verified Recyclers (and potentially Verified Collection Sites) program applications and authorize those members to use the Logo and other associated collateral for the Program.

PEPA oversees and regulates the Program through input from the AB and SC. All Program requirements, provisions, documents, and revisions thereof require final approval by the Sustainability Committee and PEPA Board of Directors.

1.4.2. Verification Body (VB)

PEPA will contract with an ISO/IEC 17065 accredited assessment organization, the VB, which will determine the amount of post-consumer rigid vinyl collected by the Program. This data is tracked and recorded on a semi-annual basis and reported to PEPA. The VB's responsibilities include:

- Having access to the Scheme documentation needed to complete semi-annual quantities verification through the developed Program website and process
- Review and verify, and reverify annually, the VR, VCS when applicable, for operation with the requirements of the Program Scheme
- Reports will be collected semi-annual from the VRs, and VCS when applicable
- Oversee and implement the required activities and performance
- VCSs in operation that do not use a VR will be required to verify collection data by the VB
- Performing services related to the administrative functions of the Program

VB reports and communications will maintain the confidentiality of each VR's proprietary information and the status of Verification. VB reports and communications will use aggregated data sufficient to ensure that individual entity information cannot be readily disaggregated.

1.4.3. Contractor

The VC of post-consumer rigid vinyl is subject to Verification under the program and agrees to support and promote the recycling of post-consumer rigid vinyl and the Program.

1.4.4. Verified Collection Site (VCS) and Verified Collection Zone (VCZ)

The VCS of post-consumer rigid vinyl is subject to Verification. The VCS is responsible for having an established collection system as Verified through a relationship with a VR or another established entity that is capable of recycling post-consumer rigid vinyl. Should the VCS not have a relationship with a VR and instead uses an established entity capable of recycling post-consumer rigid vinyl, the VCS shall nevertheless be subject to the requirements of semi-annual reporting and fees.

The Verified Collection Zone is a geographic area where 1 or more VCSs exist and directions on how to bring products for recycling is coordinated through a general communication vehicle such as email.

VB and/or reports and communications will maintain the confidentiality of each VCS and party responsible for the VCZ proprietary information and the status of Verification.

1.4.5. Interest

The interest of post-consumer rigid vinyl agrees to support and promote the recycling of post-consumer rigid vinyl and the Program.

1.4.6. PEPA Member-Participant

The PEPA Member-Participant of post-consumer rigid vinyl agrees to support and promote the recycling of post-consumer rigid vinyl and the Program.

1.4.7. Municipality

The Municipality of post-consumer rigid vinyl agrees to support and promote the recycling of post-consumer rigid vinyl and the Program.

1.4.8. Partner

The Partner of post-consumer rigid vinyl agrees to support and promote the recycling of post-consumer rigid vinyl and the Program.

1.4.9. Verified Recycler (VR)

The VR of post-consumer rigid vinyl is subject to Verification under the Scheme. The VR is responsible for the recycling of product(s) as part of the Program efforts. The VR must have a collection system that it either owns or have a relationship with an organization that has the capability of collecting post-consumer rigid vinyl through VCSs.

In general verification indicates that:

- Part of their company's principal function is to recycle post-consumer rigid vinyl materials
- Demonstrate an established infrastructure for the collection of post-consumer rigid vinyl materials
- Can measure quantities of rigid vinyl materials that are collected and recycled for reporting purposes
- Business includes structure which offers recycled vinyl at reasonable market prices in open markets

1.4.9.1. VR Program Contact

Each VR must identify a person that will fill the following roles within the Program and is responsible for:

- Understanding the Program Logo labeling, marketing, and education; give input and advise the AB.
- Responsible for semi-annual reporting in pounds (lbs.) the amount of post-consumer rigid vinyl material processed including an estimated amount of how much of the recycled material was vinyl siding.
Responsible for implementing agreement in VR application
- Respond to the PEPA with any inquiries.

1.4.10. Sponsor/Trade Association Sponsor

The Sponsor of post-consumer rigid vinyl is subject to Verification under the Program and is responsible for providing annual financial support. Additionally, the VS agrees to support and promote the recycling of post-consumer rigid vinyl and the Program. Sponsor categories can vary dependent on the determined need and opportunity.

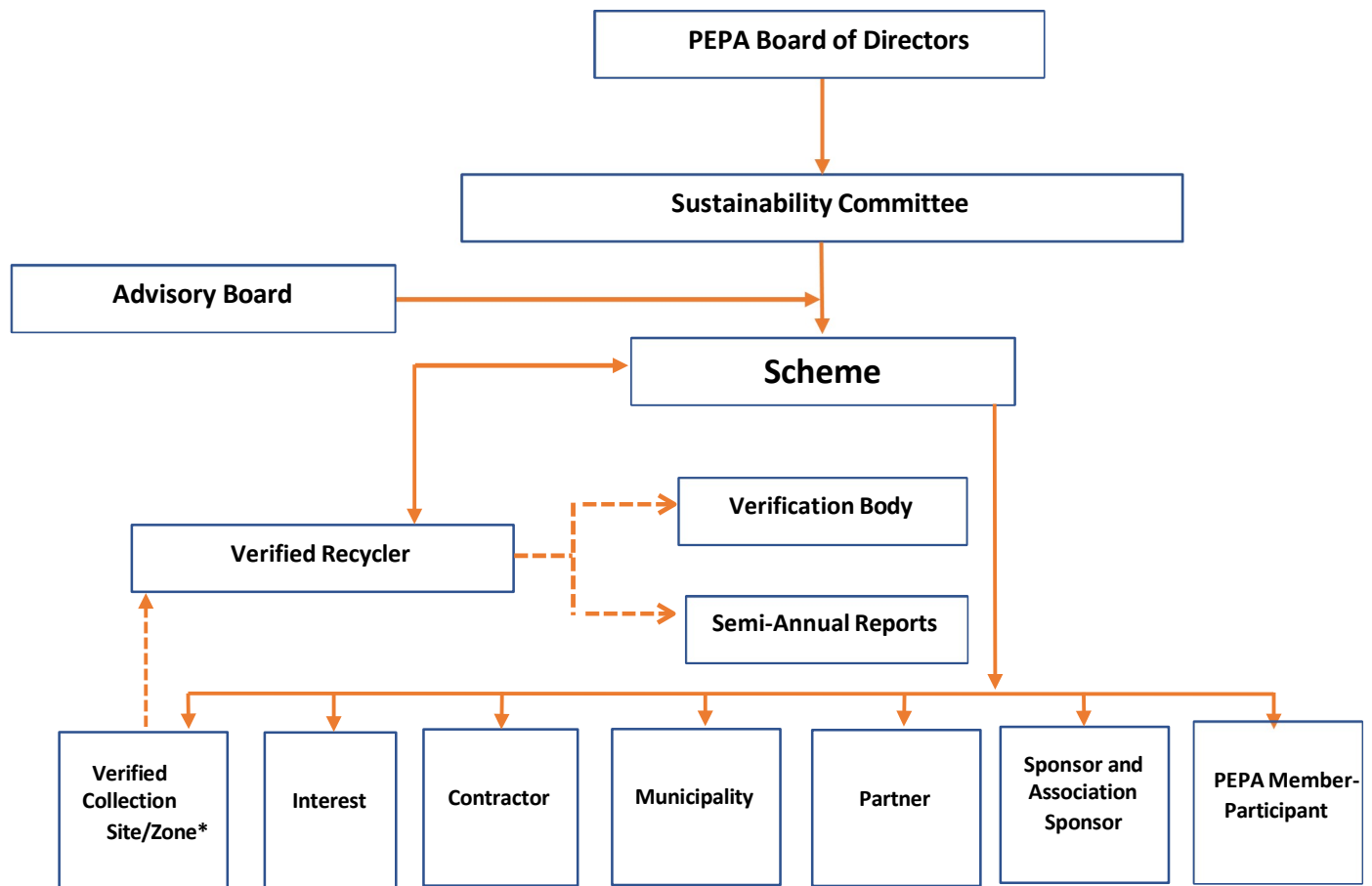
2. Governance

2.1. Advisory Board & Sustainability Committee

The Scheme is overseen by the SC with input from the AB and general Program approval and oversight by PEPA Board of Directors. The SC will obtain feedback from the AB and VB on a recurring basis to ensure continual health of the Program. The SC Charter is available on the Members Only portion of PEPA's website.

2.1.1. Program Organizational Chart

Revynlize Scheme



*In some cases, the VCS is subject to semi-annual reporting through the VB.

2.1.2. Advisory Board

The AB will meet at least once per year to provide recommendations to the PEPA Sustainability Committee for input on the Program. The AB will consist of:

- Two-Three PEPA Members (Chaired by the Sustainability Committee Chair)
- One-Two Verified Recyclers
- One-Two Verified Collection Sites
- One Municipality
- One Contractor

The AB members are appointed for a two-year term by the PEPA Sustainability Chair.

2.2. Program Logo Member Use

Authorization to use the Program Logos, as provided through the registration process, represents the member's pledge that they are complying with the requirements set forth in this Scheme and Program member agreement.

By providing authorization to use the Logos, PEPA is confirming that the Program member has met the membership category requirements as set for in this Scheme. PEPA, VB, and other participants are not representing, warranting, or guaranteeing that use of the Logo does in fact conform with any of the set forth Program agreements.

The Logo related to verification under this Program as defined by the Scheme is to be used in conjunction with communication relating to the recycling and/or sustainability activities.

The Logo must be used in its entirety and may not be modified by the Program Member without the advance written consent of the PEPA and in accordance with the guidelines provided as part of the registration process. The Logos shall not be used or placed in such a manner as to imply any other endorsements or certifications by PEPA.

2.3. Legal Contracts

The Scheme includes the following agreements:

1. A legal contract between PEPA and the VB
2. Other Program member agreements will be managed through an online registration agreement process

2.4. Maintenance of Program Scheme

The AB shall annually review the Scheme; the Scheme will be updated as necessary as changes occur and will be approved by the SC and PEPA Board. Upon updating, PEPA will provide a copy to the Program members and the VB and will display as indicated in Section 6.1.

2.5. PEPA Record Retention

PEPA's record retention policy is documented and maintained as an appendix to PEPA's Financial Procedures Manual.

3. Verification Process

Member Verification Requirements: PEPA shall make reasonable efforts to review and respond to requests for Program Membership within 30 days for Verified Recyclers (and in some cases Verified Collection Sites). PEPA's response will indicate whether the submitter qualifies or not, or whether the submission is incomplete.

3.1.1. Approval and Logo Usage

Official notification will be sent to the Program Member including the date on which Verification has been granted. Upon such granting of verification for Recyclers and Collection Sites, the Member will be listed on the Program website. In addition, VR and VCS will be populated into a searchable map for easy geographic identification. The notification will contain the following information:

- Member name and membership category
- The authorized Logo artwork and applicable collateral
- Authorization to apply the Logo
- Any contingencies related to membership, when applicable

3.1.2. Listing of Verified Program Members

Once VRs and VCS have been verified, they will be publicly displayed on the Program website and categorized by member type. In addition, the VR and VCS will be populated into a searchable map for easy geographic identification.

Records will be maintained within the Program database.

Correspondence and supporting documentation will be internally maintained by the PEPA to support decisions made related to all aspects of verification. This includes historical records of members that have been verified or de-verified by either PEPA or at the request of the member.

3.1.3. Rejection and Next Steps

If the potential verified member does not comply with all the verification requirements, official notification will be issued by the PEPA to the applicant. The notification will include:

- members name and location
- The specific reasons on which the rejection is based
- Requirements for resubmission of the necessary information to become verified

3.1.4. Location of Operation

If a VR and/or VCS or VCZ was verified at one location and the member wishes to become verified at a different location, the new location will be verified and treated as an entirely separate location and member.

3.1.5 Merger/Acquisition

If a Program member is subject to a merger/acquisition, the new company/group shall promptly notify the PEPA, upon which the VB will reinitiate the verification process.

4. Follow-Up Verification

4.1. Process, Procedures, and Deliverables

4.1.1. Verified Recycler

The VB will require electronic visual verification of VR operation prior to membership approval, and as part of annual compliance with membership requirements of Program. In addition, the VR is subject to the semi-annual report rules as noted in the scheme.

4.1.2. Verified Collection Site

The VCS is required to have an established relationship with a VR or will be subject to the semi-annual reporting rules and electronic visual verification similar to the VRs prior to membership approval and as part of annual compliance with membership requirements of the Program.

4.1.3. Waived Requirements

If the VB is unable to perform verifications for the Program due to unforeseen circumstances, verifications may be waived by the SC.

4.1.4. Semi-Annual Reports

The VB will communicate with the VR and VCS when applicable, regarding any matters requiring clarification or other action. All official comments or decisions regarding verification or non-compliance will be confirmed in writing by the VB within 30 days of the initial request for semi-annual report. The semi-annual report is confidential and must be provided only in aggregated/general form as to have no anticompetitive impact on the industry and will be used only by PEPA for use with promotion of the Program. PEPA will use this aggregated data annually for use in publicizing the program. No individual member of the Program will have access to company specific data. PEPA will not disclose individual company statistics to any party for any reason unless compelled to do so by a legal process.

4.1.4.1 Semi-Annual Reports Schedule

VB will send a request for the completion of the survey (with link to report form through revinylizenow.org website) 30 days, 15 days, at the end of the month following the completion of the 6 months. If there is no response after the 30 days, PEPA staff will send communication and if there is no response within seven days of that a notice of non-compliance will be sent by VB.

January – June (Report by end of August)

July – December (Report by end of February)

4.2. Non-Compliance and Resolution

If, during a verification or otherwise, the VB or PEPA discovers a non-compliance issue, the member will be given the opportunity to correct it. If a variance remains unresolved, a formal Notice of Non-Compliance (NONC) will be issued, and the membership will be suspended until the issue is resolved.

4.2.1. Notice of Non-Compliance

Non-compliance may lead to de-verification and will be reported to a member within 10 days after determining non-compliance.

4.2.1.1. Program Member's Response to Notice of Non-Compliance

Upon suspension, the member must cease using the Logo and any claims about Program membership.

4.3. Requalification

Following de-verification, to requalify, a member shall submit the necessary information as provided in the NONC.

4.4. Verification Record Retention

Verification records will be retained by PEPA indefinitely if the membership is maintained and a minimum of five years after membership is terminated. This documentation will remain the property of PEPA.

5. Complaints and Appeals

If a disagreement or appeal arises between a member, PEPA and/or the VB regarding the qualification of membership or other aspects of this Program, the participating member may request that PEPA's SC review the issue for further opinion.

Complaints from any source will be addressed through the PEPA.

6. Communications & Marketing

Members may use the Logo and other associated branding on any relevant company marketing and communication as provided through the registration process

6.1. Availability of Scheme

A current copy of the Scheme will be provided through the Program website.

6.2. Public Statements

PEPA, Program Members, and the VB will not make any public comments on the status of a particular member or specific results of semi-annual data collection. Special care must be taken to ensure that no comments are made concerning the status of any VR or VCS process or other proprietary information. Public statements on the overall progress of the Program will be made through the established communication Program, as approved by the Board.

6.3. Guidelines to Follow

When a member describes the Program, the following guidelines should be followed:

- Correct representation of the based on publicly available information from the website
- Advertising and communication of products are accurate
- Logo usage is in allowable format
- Membership website links are valid

6.4. Disclaimers

PEPA makes no representation, warranty or guarantee in connection with the standards or the Program Scheme and expressly disclaims any liability or responsibility for loss or damage resulting from participation, for any violation of federal, state, or municipal regulation with which the Program efforts may conflict. No member, or PEPA employee, shall be liable for the acts or failure to act on any part of another member.

PEPA reserves the right to deny participation to countries or regions that present special challenges to the in executing its functions. For example, if a member is in an area subject to travel restrictions imposed by the U.S. Department of State.

PEPA and the VB must maintain the confidentiality of proprietary information received from participating VR and VCS. This obligation is detailed in the formal agreement between PEPA and the VB, and in the individual agreements between the VR, VCS, the VB and PEPA.

7. Program Documents

The following Program Registration Forms are maintained on the website:

- General Registration Form (except VR, Sponsors, and VCS)
- VR Registration Form
- VCS Registration Form
- Sponsor Registration Form
- Semi-annual Report Form
- Fee Information

Exception: The PEPA and VB Contract is maintained separately.

All communications are maintained through the Program website.