



# APPALACHIAN

## Hardwood Manufacturers, Inc.

Dear AHMI Member:

Appalachian Hardwood Manufacturers is excited to introduce the next phase of sustainable and legal marketing for your hardwood products – **Certified Appalachian!** AHMI completed a survey of Consumer Division members in 2017 and learned that customers are seeking more documentation about the source of products. This new program is third-party audited to certify your company's sourcing as meeting the standards adopted by the AHMI Board of Trustees.

Logs, lumber and products from the 344-county Appalachian Region will be **Certified Appalachian Hardwood Sustainable** utilizing U.S. Forest Service Forest Inventory Analysis. The 2017 update proves a growth-to-removal ratio of 2.4 to 1, far exceeding sustainability. This program will certify your membership in AHMI, sourcing from the region and the FIA data analysis.

Logs, lumber and products will be **Certified Appalachian Hardwood Legal** and will show:

- Your company is a member of good standing in AHMI;
- Your company is a legal entity in the United States and adheres to the rule of law;
- Your products are legally sourced with proof from your suppliers.

AHMI has contracted with a third-party auditor to certify your company to these standards and you can choose to do either or both. Enclosed you will find:

- Standards for both programs and the audit procedure;
- Sample product certificate;
- List of Appalachian Hardwood Counties;
- Procurement Form for your vendor to complete and give you to keep on file if a question arises about the origin of logs, lumber or products.

I look forward to working with you on this initiative. If you have questions, please contact me immediately.

Regards,

Thomas R. Inman  
President

Enclosures



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## Hardwood Manufacturers, Inc.

### Certified Appalachian Hardwood Sustainable Requirements

The Certified Appalachian Hardwood Sustainable standards are:

- (1) the company is a member of good standing in AHMI;
- (2) the company sources more than 50% of timber and lumber products from the 344-county Appalachian Region as the AHMI bylaws define.
- (3) Sustainability is verified by USFS Forest Inventory Analysis as growth exceeding removal plus mortality in the 344-county Appalachian Hardwood region;

By signing below, I attest that our company meets the standards described above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Auditor: \_\_\_\_\_ Date \_\_\_\_\_

Audit Company: \_\_\_\_\_



# APPALACHIAN

## Hardwood Manufacturers, Inc.

### Certified Appalachian Hardwood Legal Participating Member Declaration

#### **1. Responsibility**

The Appalachian Hardwood Manufacturers, Inc. (AHMI) member company has appointed an employee who shall be responsible for implementing this Policy and discussing relevant issues regularly with the highest level of management. The company will make all employees associated with timber purchasing aware of the Policy and its commitments, and provide appropriate education and training to allow its full implementation. The company recognizes that it has a responsibility to the environment, customers, suppliers and staff to base its commercial activities on well-managed forests.

#### **2. Legality**

The AHMI member company adheres to all local, state and federal laws and condemns illegal logging practices. The company is committed to purchasing all timber from legal sources and will obtain all available evidence of compliance from suppliers that they are operating in accordance with the laws of their country.

#### **3. Traceability and Supplier Monitoring**

The AHMI member company will perform an assessment of each Supplier to obtain information regarding the sources of raw material used in the manufacture of hardwood products. This information will form part of purchasing decisions and will be made available to auditors in accordance with the Policy.

#### **4. Continuous Improvement**

The AHMI member company is committed to purchase timber and timber products from sustainably managed forests and will work with relevant groups to develop its purchasing policy.

#### **5. Reporting and Audit**

The AHMI member company will maintain records and report when required to AHMI in accordance with the Policy. A third-party will assess and certify the company's progress and compliance under the Policy.



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## Hardwood Manufacturers, Inc.

### Certified Appalachian Hardwood Legal Standards

Below are the requirements of the **Certified Appalachian Hardwood Legal** program for forest management, hardwood lumber producing and distributing companies. Please complete each standard for your company and return for a third-party audit to these standards.

The **Certified Legal** program requires participants:

- 1) Be a member of good-standing in AHMI
- 2) Operate a legal business entity.
- 3) Follow accepted industry practices and all local, state and federal laws applicable to forest management and timber harvesting including all applicable environmental regulations.
- 4) Pay all compensation, taxes and fees due to timber owners or the owner's designated representative and government entities as required by local, state and federal laws
- 5) Purchase the majority of logs, lumber and products from the AHMI territory.

#### Standard 1) Legal Business Entity

The company is a corporation, limited liability company or partnership, duly organized and existing under the laws of a State of the U.S.A. or Canada, or a sole proprietorship owned and operated by a citizen and resident of a State of the U.S.A. or Canada. The company and its contractors and supplier have valid contracts to purchase the timber, and all required permits and licenses to harvest timber on the Forest Management Unit (FMU) have been issued by the appropriate authority.

Yes \_\_\_\_\_ No \_\_\_\_\_ Corrective action on attached sheet

#### Standard 2) Forest Management and Timber Harvesting Agreements

2.a Forest Management and Timber harvest operations follow accepted industry practices and comply with local, state and federal law.

Guidance: The company complies with all applicable local, state and federal law pertaining to forestland management, timber harvesting, biodiversity, water, soil, endangered species and air quality. Timber harvested under these agreements is considered to be legal timber.

Yes \_\_\_\_\_ No \_\_\_\_\_ Corrective action on attached sheet Not applicable \_\_\_\_\_



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## Hardwood Manufacturers, Inc.

2.b Timber harvest operations and purchases and lumber transactions are based on valid agreements with FMU owners or representatives. The company has a purchase agreement with the FMU owner or designated representative of FMU owner. Timber harvested under these agreements is considered to be legal.

Yes \_\_\_\_\_ No \_\_\_\_\_ Corrective action on attached sheet Not applicable \_\_\_\_\_

### Standard 3) Compensation, taxes, and fees

The company has paid all compensation due to the owner or the owner's designee for the timber, lumber or products delivered to the company. All applicable local, state and federal taxes and fees have been paid by the company. Payment due under the applicable contract for the goods and service and all applicable taxes and fees have been paid by the company.

Yes \_\_\_\_\_ No \_\_\_\_\_ Corrective action on attached sheet

### Standard 4) Appalachian Timber Source

The company purchases the majority of its logs, lumber and products from the 345-county region designated by Appalachian Hardwood Manufacturers, Inc. The products certified in this program as sourced from the AHMI territory as stated in its bylaws.

Yes \_\_\_\_\_ No \_\_\_\_\_ Corrective action on attached sheet

By signing below, I certify that the information completed above is true.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Auditor: \_\_\_\_\_ Date \_\_\_\_\_

# Certified Appalachian

## Counties for Audit

Company

Date

Please check sourcing counties and sign at bottom:

### Alabama

\_\_\_ Jackson

### Georgia

\_\_\_ Dawson  
\_\_\_ Fannin  
\_\_\_ Gilmer  
\_\_\_ Habersham  
\_\_\_ Lumpkin  
\_\_\_ Pickens  
\_\_\_ Rabun  
\_\_\_ Stephens  
\_\_\_ Towns  
\_\_\_ Union  
\_\_\_ White

### Kentucky

\_\_\_ Adair  
\_\_\_ Bath  
\_\_\_ Bell  
\_\_\_ Boyd  
\_\_\_ Breathitt  
\_\_\_ Carter  
\_\_\_ Casey  
\_\_\_ Clark  
\_\_\_ Clay  
\_\_\_ Clinton  
\_\_\_ Cumberland  
\_\_\_ Elliott  
\_\_\_ Estill  
\_\_\_ Fleming  
\_\_\_ Floyd  
\_\_\_ Garrard  
\_\_\_ Greenup  
\_\_\_ Harland  
\_\_\_ Jackson  
\_\_\_ Johnson  
\_\_\_ Knott  
\_\_\_ Knox  
\_\_\_ Laurel  
\_\_\_ Lawrence  
\_\_\_ Lee  
\_\_\_ Leslie  
\_\_\_ Letcher  
\_\_\_ Lewis  
\_\_\_ Lincoln

### Kentucky (cont'd)

\_\_\_ McCreary  
\_\_\_ Madison  
\_\_\_ Magoffin  
\_\_\_ Martin  
\_\_\_ Menifee  
\_\_\_ Monroe  
\_\_\_ Montgomery  
\_\_\_ Morgan  
\_\_\_ Owsley  
\_\_\_ Perry  
\_\_\_ Pike  
\_\_\_ Powell  
\_\_\_ Pulaski  
\_\_\_ Rockcastle  
\_\_\_ Rowan  
\_\_\_ Russell  
\_\_\_ Wayne  
\_\_\_ Whitley  
\_\_\_ Wolfe

### Maryland

\_\_\_ Allegany  
\_\_\_ Carroll  
\_\_\_ Frederick  
\_\_\_ Garrett  
\_\_\_ Montgomery  
\_\_\_ Washington

### New York

\_\_\_ Allegany  
\_\_\_ Broome  
\_\_\_ Cattaraugus  
\_\_\_ Chemung  
\_\_\_ Chenango  
\_\_\_ Cortland  
\_\_\_ Livingston  
\_\_\_ Ontario  
\_\_\_ Otsego  
\_\_\_ Schuyler  
\_\_\_ Seneca  
\_\_\_ Steuben  
\_\_\_ Tioga  
\_\_\_ Tompkins  
\_\_\_ Yates

### North Carolina

\_\_\_ Alexander  
\_\_\_ Alleghany  
\_\_\_ Ashe  
\_\_\_ Avery  
\_\_\_ Buncombe  
\_\_\_ Burke  
\_\_\_ Caldwell  
\_\_\_ Cherokee  
\_\_\_ Clay  
\_\_\_ Cleveland  
\_\_\_ Graham  
\_\_\_ Haywood  
\_\_\_ Henderson  
\_\_\_ Jackson  
\_\_\_ McDowell  
\_\_\_ Macon  
\_\_\_ Madison  
\_\_\_ Mitchell  
\_\_\_ Polk  
\_\_\_ Rutherford  
\_\_\_ Stokes  
\_\_\_ Surry  
\_\_\_ Swain  
\_\_\_ Transylvania  
\_\_\_ Watauga  
\_\_\_ Wilkes  
\_\_\_ Yancey

### Ohio

\_\_\_ Adams  
\_\_\_ Athens  
\_\_\_ Belmont  
\_\_\_ Brown  
\_\_\_ Carroll  
\_\_\_ Columbiana  
\_\_\_ Coshocton  
\_\_\_ Gallia  
\_\_\_ Guernsey  
\_\_\_ Harrison  
\_\_\_ Highland  
\_\_\_ Holmes  
\_\_\_ Jackson  
\_\_\_ Jefferson  
\_\_\_ Lawrence  
\_\_\_ Mahoning

### Ohio (cont'd)

\_\_\_ Meigs  
\_\_\_ Monroe  
\_\_\_ Morgan  
\_\_\_ Muskingum  
\_\_\_ Noble  
\_\_\_ Perry  
\_\_\_ Pike  
\_\_\_ Ross  
\_\_\_ Scioto  
\_\_\_ Stark  
\_\_\_ Tuscarawas  
\_\_\_ Vinton  
\_\_\_ Washington  
\_\_\_ Wayne

### Pennsylvania

\_\_\_ Adams  
\_\_\_ Allegheny  
\_\_\_ Armstrong  
\_\_\_ Beaver  
\_\_\_ Bedford  
\_\_\_ Blair  
\_\_\_ Bradford  
\_\_\_ Butler  
\_\_\_ Cambria  
\_\_\_ Cameron  
\_\_\_ Centre  
\_\_\_ Clarion  
\_\_\_ Clearfield  
\_\_\_ Clinton  
\_\_\_ Columbia  
\_\_\_ Crawford  
\_\_\_ Cumberland  
\_\_\_ Dauphin  
\_\_\_ Elk  
\_\_\_ Fayette  
\_\_\_ Forest  
\_\_\_ Franklin  
\_\_\_ Fulton  
\_\_\_ Greene  
\_\_\_ Huntingdon  
\_\_\_ Indiana  
\_\_\_ Jefferson  
\_\_\_ Juniata  
\_\_\_ Lackawanna

Signature

Print Name

# Certified Appalachian

## Counties for Audit

Company

Date

Please check sourcing counties and sign at bottom:

### Pennsylvania (cont'd)

Lawrence  
 Lebanon  
 Luzerne  
 Lycoming  
 McKean  
 Mercer  
 Mifflin  
 Montour  
 Northumberland  
 Perry  
 Potter  
 Snyder  
 Somerset  
 Sullivan  
 Susquehanna  
 Tioga  
 Union  
 Venango  
 Warren  
 Washington  
 Westmoreland  
 Wyoming  
 York

### South Carolina

Anderson  
 Greenville  
 Oconee  
 Pickens

### Tennessee

Anderson  
 Bledsoe  
 Blount  
 Bradley  
 Campbell  
 Cannon  
 Carter  
 Claiborne  
 Clay  
 Cocke  
 Coffee  
 Cumberland  
 De Kalb  
 Fentress  
 Franklin  
 Grainger

### Tennessee (cont'd)

Greene  
 Grundy  
 Hamblen  
 Hamilton  
 Hancock  
 Hawkins  
 Jackson  
 Jefferson  
 Johnson  
 Knox  
 Loudon  
 McMinn  
 Macon  
 Marion  
 Meigs  
 Monroe  
 Morgan  
 Overton  
 Pickett  
 Polk  
 Putnam  
 Rhea  
 Roane  
 Scott  
 Sequatchie  
 Sevier  
 Smith  
 Sullivan  
 Unicoi  
 Union  
 Van Buren  
 Warren  
 Washington  
 White

### Virginia

Albemarle  
 Alleghany  
 Amherst  
 Augusta  
 Bath  
 Bedford  
 Bland  
 Botetourt  
 Buchanan  
 Carroll  
 Clarke

### Virginia (cont'd)

Craig  
 Culpeper  
 Dickenson  
 Fauquier  
 Floyd  
 Franklin  
 Frederick  
 Giles  
 Grayson  
 Greene  
 Henry  
 Highland  
 Lee  
 Loudoun  
 Madison  
 Montgomery  
 Nelson  
 Orange  
 Page  
 Patrick  
 Pulaski  
 Rappahannock  
 Roanoke  
 Rockbridge  
 Rockingham  
 Russell  
 Scott  
 Shenandoah  
 Smyth  
 Tazewell  
 Warren  
 Washington  
 Wise  
 Wythe

### West Virginia

Barbour  
 Berkeley  
 Boone  
 Braxton  
 Brooke  
 Cabell  
 Calhoun  
 Clay  
 Doddridge  
 Fayette  
 Gilmer

### West Virginia (cont'd)

Grant  
 Greenbrier  
 Hampshire  
 Hancock  
 Hardy  
 Harrison  
 Jackson  
 Jefferson  
 Kanawha  
 Lewis  
 Lincoln  
 Logan  
 Mc Dowell  
 Marion  
 Marshall  
 Mason  
 Mercer  
 Mineral  
 Mingo  
 Monongalia  
 Monroe  
 Morgan  
 Nicholas  
 Ohio  
 Pendleton  
 Pleasant  
 Pocahontas  
 Preston  
 Putnam  
 Raleigh  
 Randolph  
 Ritchie  
 Roane  
 Summers  
 Taylor  
 Tucker  
 Tyler  
 Upshur  
 Wayne  
 Webster  
 Wetzel  
 Wirt  
 Wood  
 Wyoming

Signature

Print Name



# APPALACHIAN

## Hardwood Manufacturers, Inc.

### Certified Appalachian Hardwood Legal Log / Lumber Procurement Verification Form

In signing this declaration, I attest to the following:

- ✓ Our company is the owner or duly representative of the owner for the hardwood logs/lumber that is supplied to

\_\_\_\_\_ on \_\_\_\_\_  
AHMI Member Company name Date

- ✓ The hardwood logs/lumber supplied are the following species:

\_\_\_\_\_ Species Common or Scientific Name (s)

- ✓ The majority of the logs / lumber we procure originates in the **Appalachian Hardwood Manufacturers, Inc. designated counties of (circle): New York, Pennsylvania, Ohio, West Virginia, Maryland, Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Georgia, or Alabama.**

\_\_\_\_\_  
Supplying Company name

\_\_\_\_\_  
Mailing address / Physical address (if different from mailing address)

I certify that I am an owner or officer or duly representative of our Company and the information furnished herein is true and correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name