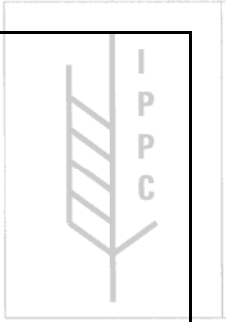


Facility Certification Program and Compliance Procedures for Heat Treatment (HT) and Wood Packaging Materials (WPM)



US - 000

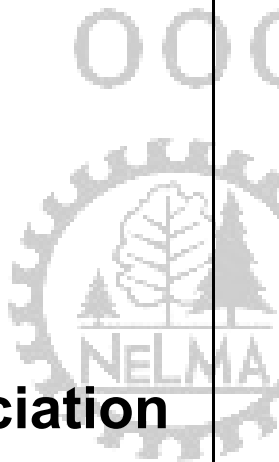
HT NELMA®

US - 000

HT



HT



Northeastern Lumber Manufacturers Association

P.O. Box 87A Cumberland Center, ME 04021

Phone: 800.819.6040 Fax: 207.829.4293

email: info@nelma.org

HT

NELMA®

Table of Contents

Topic	Page
About NELMA	1
The International Standard for Wood Packaging - IPPC ISPM 15	1
Facility Certification Process	2
Certification Categories	2
Heat Treatment Facility Compliance	2
Wood Packaging Facility Compliance	3
Re-Manufacturer Facility Compliance	4
Dunnage	5
Multiple Category/Facilities Certification	6
Stamping Frequency Exceptions	6
Repairing IPPC-Stamped Packaging	7
Important Stamp Information	7
Inspection Discrepancies and Agency Action	8
Inspections by ALSC	9
General Information	9
Annex I & II – Stamp Facsimiles	10
Sample Forms	11-12

About NELMA

Established in 1933, the Northeastern Lumber Manufacturers Association (NELMA) is headquartered in Cumberland Center, Maine. The Association is accredited by the American Lumber Standard Committee (ALSC) as a lumber rules writing agency and as an agency to provide inspection services for lumber, timbers, treated wood products, and wood packaging materials (WPM). NELMA has certified members located throughout the Northeast, Great Lakes and Midwest Regions of the U.S.

The International Standard for Wood Packaging

“The International Standard for Phytosanitary Measures (ISPM) – Guidelines for Regulating Wood Packaging Material in International Trade, Publication Number 15” is the official name of the

international standard for wood packaging, otherwise known as ISPM 15. The standard was developed as a means to greatly reduce the phytosanitary concerns related to growing global trade and the significant spread of pests through wood packaging materials. Numerous examples exist in the U.S. and around the world of environmental and economic harm associated with the introduction of a non-native invasive species to a country, traced back to untreated WPM items. This measure was adopted by more than 150 countries at the International Plant Protection Convention (IPPC) in March 2002, with each country allowed to choose their own date for actual implementation of the standard.

To ensure that NELMA’s HT and WPM customers are kept informed of the latest changes, an updated country list is emailed to each facility when implementation changes take place. Members may also access the list online at www.nelma.org.

The current inspection program system in place today is a result of a cooperative agreement between the USDA’s Animal and Plant Health Inspection Service (APHIS) and the ALSC to develop and maintain an accreditation program.

The IPPC ISPM 15 standard prescribes two types of treatments for wood packaging materials, **(a)** heat treatment, and **(b)** fumigation with methyl bromide. These treatments must be applied to all solid wood components of the wood packaging materials, both hardwood and softwood species of wood. For heat treatment, ISPM 15 requires wood packaging materials to reach a **minimum** of 56 degrees C (133 degrees F) for 30 minutes at the core of the material, and verified through a recognized accredited and certified program. **Important Note: Due to the variables inherent with the heat treatment process, NELMA will require a higher temperature than the minimum standard.**

Items such as plywood, particleboard, oriented strand board, and veneer are exempt from the standard due to the heat utilized in their manufacturing process. Preservatively-treated wood does not meet the standard, unless heat-treated prior to processing. Fumigation certification is not available from NELMA.

Contact NELMA for a copy of the ISPM 15 Standard or view/download the document online at www.ippc.int

Facility Certification Process

NELMA's process of certifying a facility for IPPC ISPM 15 compliance will commence upon receipt of a completed application (contact the NELMA office or print an application online at www.nelma.org). An appointment will then be scheduled for a NELMA Inspector to visit the facility and meet with the primary contacts that will be involved with the export wood packaging program. The Inspector will discuss the compliance process and assess the operation to determine if the facility can fully meet the requirements set forth by IPPC ISPM 15 and NELMA for certification.

When all conditions for compliance are met, the Inspector will register the facility for certification, obtain a signed agreement for services, set-up an official recordkeeping and verification binder specific to the operation, and order the appropriate stamps for the facility.

A **minimum of twelve** inspections per calendar year are conducted by a NELMA Inspector at each certified facility, as required by the ALSC Enforcement Regulations. With the exception of the initial certification visit, these will be unannounced inspections.

Certification Categories

There are **three** primary types of certifications available from NELMA regarding the Heat Treatment and Wood Packaging Materials program:

- 1. Heat Treatment Facility**
- 2. Wood Packaging Materials Facility**
- 3. Re-Manufacturer of HT Materials.**

A facility may be certified in more than one category, dependent upon their overall operation and variety of solid wood products manufactured for use in export packaging. See "*Multiple Category and/or Facility Certification*" section for additional information.

Compliance Procedures by Category Type

1. Heat Treatment Facility

Facility Definition: This is a facility that has a chamber or kiln designed to **(a)** heat treat solid wood materials to be used in the construction of wood packaging for export, such as lumber, timbers, or components, and/or **(b)** to heat treat completed wood packaging units such as pallets, skids, and crates.

Equipment Requirements: To ensure compliance with the heat treatment regulations and to obtain certification from NELMA, the heat treatment facility must meet the time and temperature requirements of the NELMA regulation. **As noted previously, due to the variables inherent in the heat treatment process, NELMA will require a higher temperature than the minimum standard of 133 F.** Heat chambers and dry kilns utilize a number of heat measurement tools, including units with dry bulbs and wet bulb, dry bulbs only, and/or thermocouples that measure the temperature of the wood core.

While standard heat treatment schedules may be developed based upon experience over time, thermocouples placed in strategic points within the chamber during the heat treatment process with incremental data recording capabilities is the most accurate to ensure the heat treatment requirements are being met or exceeded. Multiple thermocouples tied directly to an approved recording device are required by NELMA for heat treatment chambers. These must be used within each charge of lumber, components, or completed wood packaging units being heat treated for use in export.

The sealing of holes with a non-heat conductive substance where thermocouples are inserted into the wood is required to ensure the accuracy of measuring the core temperature of the wood material.

During the initial visit, the NELMA Inspector will provide specific guidance and instructions regarding temperature settings, heating schedules, and thermocouple needs and placement. The Inspector will also certify and register each heat treatment chamber or kiln that meets the NELMA heat treatment requirements.

In subsequent inspection visits, though the NELMA Inspector will periodically verify with the Association's own equipment the actual core temperature of the product receiving heat treatment during a normal heat treating process, it is the facility's responsibility to at least annually maintain proper calibration of their temperature monitoring and recording equipment. Any variances during the verification process will be immediately addressed and corrected by the facility to maintain certification within the NELMA heat treatment program.

Stamping: Lumber components and full size lumber heat treated at the facility shall have the **Heat Treatment (HT) Stamp** applied at least once on the face or end of each piece after proper heat treating. These products may then be sold to other facilities that produce completed wood packaging for export.

Refer to the "Stamping Frequency Exception" section on Page 6 for HT stamping instructions for small size components.

When completed wood packaging units such as pallets, skids, and crates, are heat treated at this type of facility, the **IPPC Stamp shall be applied to a minimum of two opposite sides of the WPM (NELMA recommends stamping all sides).**

See "Annex I" on Page 10 for facsimiles of the **Heat Treatment (HT) Stamp** and **IPPC Stamp**.

Documentation: The facility will maintain a separate file for each registered kiln that will contain computer printouts or round charts as a record of correct time and temperatures reached during every Heat Treatment cycle. These records for each charge must be identified by facility name, date, quantity and size of products heat treated and unique facility number or label to identify the charge in sequence.

Inspection Procedures: In general, a typical NELMA inspection after successful certification is completed will encompass the following:

- ✓ A review of all heat treatment records and inventory documentation.
- ✓ A review of the recording devices and location of the thermocouples within the heat treatment chamber.
- ✓ When thermocouples are used, a verification that a non-heat conductive sealant is being used to seal the holes where inserted into the wood.
- ✓ Verification of the proper use of the facility's stamp(s) including legibility.
- ✓ An inspection of the facility's inventory.
- ✓ A periodic check of the NELMA stamp inventory at the facility.

2. Wood Packaging Facility

Facility Definition: This is a facility that produces completed pallets, skids, boxes, crates, or custom packaging either for sale or for their own company's use in exporting goods.

HT Material Purchases: Facilities that purchase heat treated lumber for use in production must be certain that the material is invoiced and received at the facility as certified and properly stamped as heat treated. **EACH PIECE MUST BE** legibly stamped at least once with an "HT" or "KD-HT" mark, **AND** with a mill number **AND** the logo or name of an ALSC-accredited agency. A visual inspection by designated facility personnel is required to ensure properly stamped material has been received. For material in question, check with NELMA immediately.

See **Annex II** on Page 10 for "*Facsimiles of Stamps Required on Purchased Heat Treated (HT) Lumber*".

Note: An Up-to-date list of ALSC-accredited agencies and their logos are provided within the Red Facility Binder provided to each facility by NELMA, or view/download the list online at www.alsc.org

Stamping: For completed wood packaging units, such as pallets, skids, and crates, manufactured from certified heat treated (HT) stamped lumber and components, the **IPPC Stamp shall be applied to a minimum of two opposite sides of the WPM. (NELMA recommends stamping all sides).**

Refer to **Annex I** on Page 10 for an **IPPC Stamp** facsimile.

Individual solid wood pieces to be used within the completed export packaging unit, such as internal blocking and bracing, shall be manufactured from certified HT-stamped solid wood material. No additional stamp is required on these individual pieces, as the material is covered by the IPPC stamp applied to the outside of the finished unit.

For individual solid wood pieces to be used externally with the finished export packaging unit, please refer to the “Dunnage” information section for instruction.

Important Note: *No additional solid wood material should ever be added to a completed WPM unit once it has been shipped to a customer, unless the customer is also an IPPC ISPM 15 certified facility.*

Documentation: A Wood Packaging Facility must maintain comprehensive documentation that will confirm only certified heat treated solid wood materials were used in the manufacture of completed wood packaging units. The following forms and records must be maintained by the facility:

- **HT-Lumber Purchases Form:** This NELMA form will be used by designated facility personnel to record each purchase of certified HT-stamped lumber and components by the facility. The date of delivery, lumber/component size, and quantity will be added to the form after each purchase. A separate form must be used for each size of solid material purchased.
- **Invoices/Bills of Lading:** A copy of the invoice and/or bill of lading for each purchase of HT-stamped wood material must be included within this file to document the transaction. The invoice or bill must include the term HT or KD-HT to confirm the

appropriate material was ordered and shipped to the facility.

- **WPM Stamped Usage Report:** This NELMA form will be used by designated facility personnel to record the actual usage of certified HT-stamped lumber from the facility’s inventory to manufacture completed wood packaging units. The information to include on the form will be date of manufacture, material sizes used, quantity, and specific facility identification information (job number, order number, customer name, etc.)

Refer to Page 11 for sample copies of the “*HT Lumber Purchases Form*” and the “*WPM Stamped Usage Report*”

Note: WPM facilities that choose to stamp all completed wood packaging units manufactured by the facility regardless of final destination, domestic U.S. or international, will not be required to maintain a usage form by NELMA.

Inspection Procedures: In general, a typical NELMA inspection after successful certification is completed will encompass the following:

- ✓ An examination of the facility’s on-site lumber inventory to verify that certified HT-stamped lumber has been purchased.
- ✓ An inspection of the facility’s inventory to examine proper use of the stamp on completed wood packaging units, including legibility and location on a **minimum of two** opposite sides.
- ✓ Verification of the facility’s usage and purchasing records, including invoices, to ensure that certified HT-stamped lumber has been specified and purchased.
- ✓ A periodic check of the NELMA stamp inventory at the facility.

3. Re-Manufacturer of HT Materials.

Facility Definition: This is a facility that purchases certified heat treated (HT-stamped) lumber and re-manufactures the material into components or specialty-sized items for use as wood packaging for export.

HT Material Purchases: Facilities that purchase heat treated lumber for use in production must be certain that the material is invoiced and received at the facility as certified and properly stamped as heat treated. Each piece **MUST BE** legibly stamped at least once with an “HT” or “KD-HT” mark, **AND** with a mill number **AND** the logo or name of an ALSC-accredited agency. A visual inspection by designated facility personnel is required to ensure properly stamped material has been received. For material in question, check with NELMA immediately.

See **Annex II** on Page 10 for “*Facsimiles of Stamps Required on Purchased Heat Treated (HT) Lumber*”.

Note: An Up-to-date list of ALSC-accredited agencies and their logos are provided within the Red Facility Binder provided to each facility by NELMA, or view/download the list online at www.alsc.org

Stamping: For components or specialty-sized items re-manufactured from certified HT-stamped lumber, the **Heat Treatment (HT) Stamp shall be applied at least once to each piece.**

Refer to **Annex I** on Page 10 for a **HT Stamp** facsimile.

Also refer to the “*Stamping Frequency Exception*” section for important information

Documentation: A Re-manufacturing Facility must maintain comprehensive documentation that will confirm only certified heat treated solid wood materials were used in the re-manufacturing process. The following forms and records must be maintained by the facility:

- **Reman/Dunnage Log Sheet:** This NELMA form will be used by designated facility personnel to record specific information on components manufactured from certified HT-stamped lumber. The information will include

the original grade stamp information (name of inspection agency and mill number), size and quantity of lumber, and the final size and quantity of components re-stamped with the facility’s HT stamp.

- **Invoices/Bills of Lading.** A copy of the invoice and/or bill of lading for each purchase of HT-stamped wood material must be included within this file to document the transaction. The invoice or bill must include the term HT or KD-HT to confirm the appropriate material was ordered and shipped to the facility.

Refer to Page 12 for a sample copy of the “Reman/Dunnage Log Sheet”

Inspection Procedures: In general, a typical NELMA inspection after successful certification is completed will encompass the following:

- ✓ An examination of the facility’s on-site lumber inventory to verify that certified HT-stamped lumber has been purchased.
- ✓ An inspection of the facility’s remanufactured products to examine proper use of the stamp, including legibility.
- ✓ Verification of the facility’s purchasing records, including invoices, and examination of the facility’s Reman/Dunnage Log Sheet to ensure that certified HT-stamped lumber has been specified, purchased, and used.
- ✓ A periodic check of the NELMA stamp inventory at the facility.

Dunnage

Dunnage is generally considered individual solid lumber material typically used in securing wood packaging material units in a container, ship, or airplane for transit. These items may or may not continue on with the shipment beyond the port of entry.

This stamp has the same required ISPM 15 components as the existing IPPC stamp but with the word “DUNNAGE”, or “DUN” in some cases,

added to reflect its specific use in export shipments.

Refer to **Annex I** on Page 10 for a **DUNNAGE Stamp** facsimile.

The stamp is acceptable for shipments to all countries that have implemented the IPPC ISPM 15 standard and is recommended for use by NELMA. Several countries including Australia, New Zealand, and South Africa require materials used specifically as dunnage to be stamped with the IPPC DUNNAGE stamp

Examples of facility types that may require the dunnage stamp:

- (1) At a certified **wood packaging facility or heat treatment facility** that may wish to stamp heat-treated lumber for dunnage for sale to a shipper/freight forwarder. The lumber MUST BE stamped the full length of each piece at a minimum of every 2 feet with the IPPC DUNNAGE stamp. This ensures that when it is cut to size by the shipper, at least one stamp facsimile will be present on each piece of dunnage.
- (2) At a certified **freight forwarder or wood packaging facility** that loads shipping containers at their site and dunnage material is needed to secure or separate the cargo.

In this example, certified heat treated lumber stamped HT may be cut to desired sizes for use as dunnage and each piece then as a minimum stamped once with the IPPC DUNNAGE stamp.

- (3) **At a certified seaport / airport facility.** Certified heat treated material stamped HT may be purchased and cut to desired sizes on site, and then, as a minimum, each piece stamped once with the IPPC DUNNAGE stamp.

HT Material Purchases: Facilities that purchase heat treated lumber for use in production must be certain that the material is invoiced and received at the facility as certified and properly stamped as heat treated. Each piece **MUST BE** legibly stamped at least once with an “HT” or “KD-HT” mark, **AND** with a mill number **AND** the logo or

name of an ALSC-accredited agency. A visual inspection by designated facility personnel is required to ensure properly stamped material has been received. For material in question, check with NELMA immediately.

See **Annex II** on Page 10 for “*Facsimiles of Stamps Required on Purchased Heat Treated (HT) Lumber*”.

Note: An Up-to-date list of ALSC-accredited agencies and their logos are provided within the Red Facility Binder provided to each facility by NELMA, or view/download the list online at www.alsc.org

Documentation: A facility certified to utilize the DUNNAGE stamp must maintain comprehensive documentation that will confirm only certified heat treated solid wood materials were used when stamping DUNNAGE material. The following forms and records must be maintained by the facility:

- **Reman/Dunnage Log Sheet:** This NELMA form will be used by designated facility personnel to record specific information on components manufactured from certified HT-stamped lumber and stamped with the DUNNAGE stamp. The information will include the original grade stamp information (name of inspection agency and mill number), size and quantity of lumber, and the final size and quantity of components re-stamped with the facility’s DUNNAGE stamp.

Refer to Page 12 for a sample copy of the “Reman/Dunnage Log Sheet”

Important Note: *As stated previously, blocking and bracing of goods inside a certified IPPC-stamped box or crate would NOT be considered dunnage. These internal pieces cut from certified heat treated wood material would be covered by the IPPC stamp placed on the exterior of the completed unit.*

Multiple Category and/or Facility Certification

A facility may be certified by NELMA in more than one certification category as listed above. For example, a facility that produces completed packaging units as a Wood Packaging Facility may also be certified as a Re-Manufacturer of Heat Treated Materials.

Another example is a Heat Treatment facility that heat treats lumber and/or completed export packaging units such as pallets, crates, or boxes that require the IPPC stamp. This facility would be certified as a Heat Treatment facility and a Wood Packaging Facility.

Companies with multiple facilities that heat treat and/or manufacture wood packaging materials must have each site certified. Each location will maintain its individual records and be listed by NELMA as a separate facility for inspection purposes.

Stamping Frequency Exception

The ALSC Enforcement Regulations provide for an exception to the HT stamping of each and every piece of certified material that has undergone a heat treatment cycle or has been re-manufactured from HT-stamped material. When the size of the pieces are:

- **30 inches or less in length, or**
- **1/2 inch nominal or less in thickness, or**
- **2 inches nominal or less in width,**

The HT stamp shall be applied by stamping not less than 25% of the pieces in the unit. The units that are partially stamped shall also be stenciled with the same information as appears on the HT stamp of the facility.

Repairing IPPC-Stamped Wood Packaging

Damaged IPPC-stamped wood packaging units, such as pallets, skids, boxes, and crates, may be repaired for re-use as export packaging, however, the regulations require that, once repaired the **entire** wood packaging item **must** undergo re-heat treatment or fumigation to become ISPM 15 compliant. The repaired and re-heat treated item must be stamped with the IPPC mark of the heat-treatment or fumigation facility and any old IPPC marks obliterated.

IPPC-stamped wood packaging units that will be repaired for domestic U.S. re-use only must have the original IPPC stamps obliterated.

Previously used and properly IPPC-stamped wood packaging units received by a facility may be re-used for export shipments **only if** absolutely no repair or alterations take place with the unit.

Important Stamp Information

All stamps, stencils, and stamping equipment for use by the facility must be ordered through the NELMA office to ensure quality, consistency, and overall stamp inventory control, **and remain the property of the Association as detailed in the NELMA “Agreement to Provide Service”, signed by the Facility upon certification.**

As noted previously, the initial stamp and stamping supplies will be ordered by the NELMA Inspector as a final step in the facility certification process. NELMA will invoice the facility for the cost of the stamps, supplies, and shipping and handling charges following receipt of the order. Replacement or additional stamps may be ordered at any time either by contacting the NELMA office or through a NELMA Inspector.

- NELMA-issued stamps become the responsibility of the wood packing facility and are licensed for use by NELMA. The facility must ensure the security of all stamps available for use by designated personnel and will be held accountable for lost and/or misplaced stamps.
- Stamps showing signs of wear should be replaced promptly! New stamps may be ordered only through NELMA by calling 207-829-6901.
- Worn stamps to be replaced **must** be saved for retrieval by NELMA inspection staff. **NEVER DISCARD WORN STAMPS!** A plastic NELMA bag is provided to each facility for storage of worn stamps to be retrieved.
- **Stamps shall not to be altered in any way by facility personnel.** *Note: See important information regarding the consequences of altering stamps under the “Inspection Discrepancies and Agency Action” section within this document.*

- Stamps shall only be used at the specific wood packing facility location to whom they were officially issued and are not to leave the premises. *Note: See important information regarding the consequences of removal of stamps under the “Inspection Discrepancies and Agency Action” section within this document.*
- All stamps shall be applied legibly and will be examined closely during each inspection at the facility. Proper ink quality and quantity, careful application, and periodic cleaning are the keys to stamp legibility. Stamps and Mylar Stencils issued by NELMA, using agency-approved ink, should be cleaned frequently with rubbing alcohol using a soft brush. If spray paint is used on the stencils, paint thinner is recommended for use in cleaning.
- In addition to permanent-ink stamps, a facility may also “**brand**” an exact replica of an official stamp onto their certified wood packaging materials. The facility must consult with NELMA prior to mock-up and production of the brand and final approval must be obtained from the Association before it may be utilized on export packaging units.

Inspection Discrepancies and NELMA Disciplinary Actions

Inspection Discrepancies

The inspector’s findings during each visit will be discussed with the designated personnel and a copy of the report will be made available to the facility. All discrepancies must be considered serious in nature and immediate correction must be taken by the facility to maintain certification. Examples of inspection discrepancies include the following:

Use of Non-HT Material: The use of non-heat treated wood material in the production of IPPC-stamped export packaging units or in re-manufactured materials is a serious infraction. **NELMA will require the facility to recall all wood packaging items that contain the non-HT material and provide NELMA with complete verification of their corrective actions.**

Illegible Stamps: The appropriate stamp required for WPM items must be legible and clearly visible. Materials that contain illegible stamps will be held at the facility until immediate corrective measures are completed and verified by the NELMA Inspector.

Improper Use of Stamp: As noted above, the rules for WPM stamp usage are quite clear and definitive. Stamping WPM items with the wrong stamp or, not stamping the items at a minimum on opposite sides, are examples of serious discrepancies. These items will be held at the facility until immediate corrective measures are completed and verified by the NELMA Inspector.

Altering Stamps or Removal from Designated Facility: These actions by a facility are serious infractions that will result in immediate action by NELMA.

Purchases/Usage Forms Not Maintained: This is a serious discrepancy that impairs the inspector’s ability to verify compliance by the WPM facility.

Incomplete Heat Treatment Records: This is a serious discrepancy that impairs the inspector’s ability to verify compliance of the Heat Treatment process.

Records Unavailable for Review: All documents maintained at a facility pertaining to the NELMA Facility Certification and Compliance procedures **must be** accessible at all times to the NELMA Inspector during each unannounced inspection. A facility **shall** designate “back-up” personnel with access to the information upon request should the primary contact be unavailable. The Inspector’s inability to review a facility’s records during each inspection is a serious compromise to the compliance and verification process.

Inaccessible Facility: The NELMA Inspector will make every attempt to visit facilities within the standard work week during the hours of operation provided to NELMA at facility sign-up. The integrity of the IPPC ISPM 15 program depends upon regular inspections to ensure total compliance with the standard. The inability to access a facility on consecutive visits by a NELMA Inspector could result in either a WARNING or SUSPENSION OF SERVICES.

It is the responsibility of the facility to notify NELMA, as soon as possible, of any changes in hours of operation.

Lost / Misplaced Stamps: As previously stated, all stamps, stencils, branding heads, and other stamping tools are the property of NELMA. It is the responsibility of the facility to ensure the security and safeguard of each stamp available to their designated personnel for use. Periodically, NELMA's inspection procedures will include a confirmation of the correct number and type of stamps that should be available at the facility. Any discrepancy between the current stamp inventory at the facility and the NELMA office records will require the immediate attention of facility management to locate and secure the missing stamps. The loss or misplacement of NELMA stamps is a serious infraction and may result in **SUSPENSION OF SERVICES** at the facility.

NELMA Disciplinary Actions

Consecutive inspection reports that indicate ongoing serious discrepancies at a certified facility will result in NELMA issuing either a **WARNING** or **SUSPENSION OF SERVICE**. These conditions will result in notification to ALSC and the inability by the facility to obtain supervisory services from any ALSC-accredited agency for:

- (a) 60 days with a **WARNING**, and
- (b) 180 days with a **SUSPENSION OF SERVICE**

Discovery of blatant misuse of the NELMA stamps will result in IMMEDIATE suspension of service.

NELMA may reinstate inspection services only after the facility demonstrates the ability and willingness to maintain the requirements of NELMA's Heat Treatment and Wood Packaging Materials Certification Program.

In addition to inspection infractions, **non-payment of monthly fees** to NELMA for inspection services rendered by the agency is also cause for **SUSPENSION OF SERVICE**.

Inspections by ALSC




NELMA-certified wood packaging facilities will receive inspection visits on a periodic basis by personnel of the ALSC, as noted in the NELMA "agreement". These inspections will also be unannounced and are conducted to ensure that NELMA, as an accredited agency of ALSC, is performing the required inspection procedures prescribed by ALSC for heat treating and wood packaging facilities.

General Information

For recordkeeping purposes, NELMA requires certified facilities to maintain copies of all required documentation for a full 5-year period prior to the current year, on a calendar-year basis.



Annex I

Facsimiles of Stamps Available for Use by Certified NELMA Facilities

Heat Treated (HT) Stamp	IPPC Stamp	Dunnage Stamp
For Use ONLY on Heat Treated Lumber or Remanufactured Lumber Components	For Use ONLY on Completed Wood Packaging Material Units (Pallets, Skids, Boxes, Crates, etc.)	For Use ONLY on Heat Treated Lumber to be used as Dunnage Material
		
The required information within this stamp: <ul style="list-style-type: none"> Method of Treatment (HT=Heat Treatment), Unique number assigned to the facility by the agency (000 in this example). Registered logo of the certified inspection agency (NELMA “sawblade” logo or “NELMA®”). 	The required information within this stamp: <ul style="list-style-type: none"> International symbol for wood packaging (IPPC logo), Country of origin of WPM manufacturer (US), Unique number assigned to the facility by the agency (000 in this example), Method of treatment (HT=Heat Treatment), and Registered logo of the certified inspection agency (NELMA “sawblade” logo or “NELMA®”). 	The required information within this stamp: <ul style="list-style-type: none"> International symbol for wood packaging (IPPC logo), Country of origin of WPM manufacturer (US), Unique number assigned to the facility by the agency (000 in this example), Method of treatment (HT=Heat Treatment), and Registered logo of the certified inspection agency (NELMA “sawblade” logo or “NELMA®”). The word “DUNNAGE” or “DUN”

Annex II

Facsimiles of Stamps Required on Purchased Heat Treated (HT) Lumber

Heat Treatment (HT) Stamp	Lumber Grade Stamp
	OR 
The required information within this stamp: <ul style="list-style-type: none"> Method of Treatment (HT=Heat Treatment), Unique number assigned to the facility by the agency (000 in this example). Registered logo of an ALSC-certified inspection agency (NELMA in this example). 	The required information within this stamp: <ul style="list-style-type: none"> Heat Treatment notated in Stamp (KD-HT= Kiln Dried and Heat Treated)), Unique number assigned to the facility by the agency (000 in this example). Registered logo of a certified inspection agency (NELMA logo in this example).

Contact NELMA for a list of ALSC-accredited agency logos or view/download the list online at www.alsc.org

Contact NELMA

Further details regarding the NELMA Heat Treatment (HT) and Wood Packaging Materials (WPM) Certification Program, please contact us at any time:

Phone: (800) 819-6040

Fax: (207) 829-4293

Email: info@nelma.org

Extensive information is also available on our website, **www.nelma.org**, under the "Inspection Program" tab. This includes access to the latest list of countries that have implemented the ISPM 15 standard and their specific requirements.



US – 000

HT

NELMA®

000

HT



Northeastern Lumber Manufacturers Association

P.O. Box 87A Cumberland Center, ME 04021



US – 000

HT



rev. 03/09