



Higg Facility Environmental Module (FEM) Verifier Status Maintenance Protocol

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This document is prepared by the Verification Program Manager, Sumerra for Cascale.

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1 INTRODUCTION

1.1 PURPOSE

- 1.1.1 The purpose of the Higg FEM Verifier Status Maintenance (VSM) program, managed by the Verification Program Manager (VPM) Sumerra, is to ensure that Verifiers develop and enhance their professional-level sustainability and verification knowledge and skills during the time period that they retain the status of Verifier for the Higg FEM program.
- 1.1.2 The VSM program primarily emphasizes direct verification experience but also makes allowances for other professional development activities when there is an environmental sustainability or verification aspect.
- 1.1.3 Verifiers are required to submit documentation on an annual basis in order to maintain their status as a Verifier.

1.2 VERIFIER CODE OF PROFESSIONAL CONDUCT

- 1.2.1 During the applications process, each Verifier agreed to adhere to the [Verifier Code of Professional Conduct](#).
- 1.2.2 Any individual may report an ethics concern. All concerns are treated seriously and where warranted, further investigated by VPM in conjunction with Cascale as per the *Higg Facility Environmental Module (FEM) Ethics Investigation Protocol*.
- 1.2.3 Ethics concerns should be reported to the VPM by email to: FEM@sumerra.com or by phone at: +1 (503) 601-0717 (US) or +852 2824 8802 (Asia).
- 1.2.4 A Verifier found to be in violation of the Verifier Code of Professional Conduct will be subject to a range of sanctions up to and including loss of status.

2 VERIFIER IDENTIFICATION

2.1 FEM VERIFIER

- 2.1.1 A Verifier is a person who is employed by a FEM Verifier Body (VB) and has met the qualifications for education, experience, and examination; and, has continued to meet the obligations for VSM which include: practicing ethically; submitting an acceptable VSM worksheet or retaking the full training; and, passing a VSM audit (if audited).
- 2.1.2 A list of Verifier Bodies can be found here [Verifier Body List](#)

2.2 CONTACT INFORMATION & COMMUNICATIONS

- 2.2.1 VBs and Verifiers are responsible to maintain up-to-date contact information with the VPM to ensure that communications are sent to a current address.

- 2.2.2 Changes to VSM program requirements are announced by the VPM via email and posted on the STEP training platform. Notification will also be provided to VB administrators through email and the VB Dashboard. It is the responsibility of the VB and Verifier to ensure communications are read and understood.
- 2.2.3 Updated Verifier contact information or questions regarding the VSM process should be directed to the VPM at: FEM@sumerra.com.

3 FEES

- 3.1.1 When submitting the VSM worksheet, the VB/Verifier will be required to pay a fee. Payment of fees is a condition of maintaining status. Fees are non-refundable. All program fees are published on howtohigg.org website [here](#).

4 STATUS MAINTENANCE BY TRAINING

- 4.1.1 Every year, verifiers must take action to maintain their status. This can be accomplished by submitting a VSM Worksheet (see next section) or by retaking the full training, including the proctored exam.
- 4.1.2 Verifiers should contact the VPM if they wish to go this route as prior training records must be reset.

5 STATUS MAINTENANCE BY WORKSHEET

- 5.1.1 A Verifier maintains status via VSM Worksheet by meeting the minimum requirements as listed in the next section.
- 5.1.2 Each Category is further explained in this protocol. The categories for status maintenance points include:
- 5.1.2.1 *Category 1: Conducting Verifications*
 - 5.1.2.2 *Category 2: Higg Index FEM Training Attendance*
 - 5.1.2.3 *Category 3: Higg Index FEM Training Delivery*
 - 5.1.2.4 *Category 4: Other Specialized Training Attendance*
 - 5.1.2.5 *Category 5: Other Specialized Training Delivery*
 - 5.1.2.6 *Category 6. Recognized Environmental Assessments/Audits*
 - 5.1.2.7 *Category 7. Higg Index FEM Shadow Assessments*
 - 5.1.2.8 *Category 8. Capacity Building Projects / Consultancy work for impact areas included in FEM*

5.1.2.9 *Category 9: Higg FEM technical review of verification results*

5.1.2.10 *Category 10: Environmental Accreditation / Qualification from another industry Scheme*

5.1.2.11 *Category 11: Attendance at Environmental Conferences*

5.1.2.12 *Category 12: Other Environmental Assessments/Audits*

5.2 MINIMUM POINTS REQUIREMENTS

5.2.1 Verifiers must accrue the minimum amount of points in order to maintain status. The minimum number of points is 100.

5.3 PROCESS

5.3.1 VSM Worksheet forms will be available in the VSM course on the VPM learning management system (LMS) also known as STEP (<https://training.sumerra.com/>) and also available [here](#).

5.3.2 Verifiers will enroll in the course by paying the VSM course fee. Once enrolled, the Verifier can download the most current VSM worksheet for completion.

5.3.3 Worksheets are submitted in the STEP course by following the instructions on the course page.

5.3.4 Activities claimed on the worksheet must be supported through a written impartial record.

5.3.4.1 *If a written, objective record is not available, the Verifier should not list the item on the worksheet.*

5.3.4.2 *Examples of satisfactory records are listed in each of the Category sections. Worksheets are initially submitted without proof-of-participation records.*

5.3.5 The VPM reviews each worksheet to judge whether minimum requirements are achieved.

5.3.5.1 *The VPM will contact the Verifier if the minimums are not achieved or if there is anything unclear or missing on the worksheet.*

5.3.5.2 *Points earned in excess of the minimum requirements does not earn extra credit nor does it carry over to a future status maintenance period.*

5.3.6 Maintaining status does not mean that everything listed on the worksheet was acceptable for points.

5.3.6.1 *If a Verifier has questions about what was or was not acceptable (for purposes of future worksheets), the Verifier should contact the VPM.*

5.4 VSM SUBMITTAL TIMING

- 5.4.1 Verifiers can complete the VSM worksheet at any time and re-start their annual Verifier status.
- 5.4.2 Verifiers will receive a notice from STEP one (1) month before their status will expire.
- 5.4.3 Verifier status expiry dates are also listed on the VB Dashboard.
- 5.4.4 Requests for extension of status beyond the current 13-month period can be made to the VPM.
- 5.4.5 To request an extension of status, the VB or Verifier should contact the VPM via email (FEM@Sumerra.com) and provide relevant information (i.e., Verifier name, Verifier ID number, reason for requesting extension, etc.)
 - 5.4.5.1 *The VPM will evaluate all requests for extension on a case-by-case basis and provide notification to the VB/Verifier if the request has approved and the duration of the extension.*

5.5 WORKSHEET AUDITS

- 5.5.1 During each annual cycle, some Verifiers are randomly selected for a VSM audit.
- 5.5.2 During the Audit, activities claimed on the worksheet are verified through written, impartial records.
- 5.5.3 The purpose of the audit is to:
 - 5.5.3.1 *Verify that the Verifier has achieved the minimum requirements necessary for recertification.*
 - 5.5.3.2 *Identify areas where Verifiers have difficulty in providing records so that the VPM may continuously improve its programs.*
- 5.5.4 Verifiers selected for an audit are notified regarding which records are required.
 - 5.5.4.1 *The provided records must be consistent with the dates and activities listed on the worksheet.*
 - 5.5.4.2 *Examples of satisfactory records are listed in each of the category summaries below.*
- 5.5.5 Verifiers are normally allowed 14 days to send the records to the VPM. This may occasionally be adjusted to account for holiday time periods.
 - 5.5.5.1 *Additional time can be granted in some cases due to circumstances where the Verifier does not have access to the records, e.g., extended business or personal travel, location shutdowns, medical or family illnesses.*
 - 5.5.5.2 *The Verifier must contact the VPM to request additional time which may or may not be granted.*

5.5.6 Audit results are reported to the Verifier.

5.5.6.1 *If the provided records support that the Verifier achieved the required minimum points, the status is maintained.*

5.5.6.2 *If the provided records do not support that the required minimum points were achieved, the Verifier will be contacted to secure other records.*

5.5.7 The Verifier will have failed to maintain status if:

5.5.7.1 *The audit records were not submitted, or*

5.5.7.2 *The audit records do not support that the minimum requirements were achieved*

5.6 VSM RECORD RETENTION

5.6.1 Records acceptable for points are described in each of the summary for the various Categories. Ideally, the Verifier should establish a records folder which can be built throughout the year.

5.6.2 A single storage folder or location will also increase the chance that documentation will be available when needed.

6 CATEGORY REQUIREMENTS AND POINTS

CATEGORY 1: CONDUCTING VERIFICATIONS	Points	
	Minimum	Maximum
	None	100
Activity	Points Awarded	
Higg FEM Verification	10 points per verification	
Description		
<p>Verifiers can claim status maintenance points for the completion of each Higg FEM verification. In order for status maintenance points to be awarded, the verifier must have led (in full or in part) the on-site or off-site verification activities.</p> <p>If the verification was conducted by an assessment team of two or more verifiers, all verifiers on the team can claim status maintenance points for the verification if they were responsible for leading a portion of the verification.</p> <p>Shadow assessments conducted as part of a VB's internal quality assurance should be claimed under Category 7.</p>		

Records

An acceptable record is one that contains the following information:

- The verifier’s name and Verifier ID number;
- The full (legal) business name and address of the facility where the verification was conducted;
- The FEM Survey Number and/or the facility’s Worldly ID number;
- The date(s) the verification was conducted; and
- Indication of whether the verification was conducted on-site or off-site

Unacceptable Records

- A proposal/quotation document between the verifier’s organization a facility seeking verification that does not include the above listed information

CATEGORY 2: HIGG INDEX FEM TRAINING ATTENDANCE	Points	
	Minimum	Maximum
	None	30
Contact Hours	Points Awarded	
4hrs	1	
4 - 8hrs	1.5	
8 - 16hrs	2	
>16hrs	3	
Cascale Manufacturer Forum	3	

Description

Status maintenance points are awarded for attending of Higg Index training events (in person or online) where training was provided by an approved Higg Index FEM Training Provider. The level of points awarded are based on the duration of the training as listed above.

NOTES:

- Internal Verifier Body Calibration Training can be counted as training under this category even if the not a designated Higg FEM Trainer. This training must have, at minimum, covered the items listed on the Verifier Body Dashboard Technical Bulletins Page.
- Points will be awarded for attending Cascale Manufacturer Forums.
- Points **are not** awarded for Cascale hosted online FEM introductory webinars.

In order to qualify for status maintenance points, the training must have been

- A minimum of four (4) hours in length; and
- Covered at least one (1) of the seven (7) Higg Index topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management)

Records

An acceptable record is one that shows:

- The verifier's name;
- Date(s) and location of the training course;
- Course title and duration (in hours);
- The name(s) of the course instructor(s) and their Trainer ID number(s); and
- The Cascale training registration number

If any of the above information is missing or if the course subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.

If the training provider does not generate a participation record for the event, the following will be acceptable:

- Certificate, letter/email, or other record provided by the training provider showing completion of the training course
- Training registration receipt if purchased on site, for single day training

Unacceptable Records

- Training agenda/schedule that is not accompanied by the above listed information
- Presentation slides

CATEGORY 3: HIGG INDEX FEM TRAINING DELIVERY	Points	
	Minimum	Maximum
	None	50
Contact Hours	Points Awarded	
4hrs	1	
4 - 8hrs	2	

8 - 16hrs	2.5
>16hrs	5
<p>Description</p> <p>Verifiers who are also FEM Trainers can claim status maintenance points for providing Higg Index training (in person or online). The level of points awarded are based on the duration of the training as listed above.</p> <p>If multiple instructors were responsible for delivering the training course, only the actual contact hours that were led by the verifier/trainer can be claimed for status maintenance points.</p> <p>In order to qualify for status maintenance points, the training must have been:</p> <ul style="list-style-type: none"> • A minimum of four (4) hours in length; • Covered at least one (1) of the seven (7) Higg Index sections (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management); and • Conducted in accordance with the FEM Training Protocol, FEM Trainer Code of Professional Conduct and all other Terms and Conditions relating to the use and delivery of FEM trainings. 	
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • The verifier/trainer’s name and ID number; • Date(s) and location of the training course; • Course title and duration (in hours); • Information on attendees (i.e. participant list, organizations, etc.); and • The Cascale training registration number <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training agenda/schedule that is not accompanied by the above listed information • Presentation slides 	

CATEGORY 4: OTHER SPECIALIZED TRAINING ATTENDANCE	Points	
	Minimum	Maximum
	None	30
Contact Hours	Points Awarded	
4hrs	1	
4 - 8hrs	1.5	

8 - 16hrs	2
>16hrs	3
<p>Description</p> <p>Verifiers can claim status maintenance points for attending other specialized (non-FEM) environmental training (in person or online). The level of points awarded are based on the duration of the training as listed above.</p> <p>In order to qualify for status maintenance points, the training must have been:</p> <ul style="list-style-type: none"> • A minimum of four (4) hours in length; and • Covered at least one (1) of the seven (7) Higg Index topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management) 	
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • The verifier's name; • Date(s) and location of the training course; • Course title and duration (in hours); and • The name(s) and organization(s) of the course instructor(s) <p>If any of the above information is missing or if the course subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.</p> <p>If the training provider does not generate a participation record for the event, the following will be acceptable:</p> <ul style="list-style-type: none"> • Certificate, letter/email, or other record provided by the training provider showing completion of the training course; and/or • Training registration receipt if purchased on site, for single day training <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training agenda/schedule that is not accompanied by the above listed information • Presentation slides 	

CATEGORY 5: OTHER SPECIALIZED TRAINING DELIVERY	Points	
	Minimum	Maximum
	None	25
Contact Hours	Points Awarded	
4hrs	0.5	
4 - 8hrs	1	
8 - 16hrs	1.25	
>16hrs	2.5	
<p>Description</p> <p>Verifiers can claim status maintenance points for providing other specialized (non-FEM) environmental training (in person or online). The level of points awarded are based on the duration of the training as listed above.</p> <p>If multiple instructors were responsible for delivering the training course, only the actual contact hours that were led by the verifier/trainer can be claimed for status maintenance points.</p> <p>In order to qualify for status maintenance points, the training must have been:</p> <ul style="list-style-type: none"> • A minimum of four (4) hours in length; and • Covered at least one (1) of the seven (7) Higg Index topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management) 		
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • The verifier/trainer's name; • Date(s) and location of the training course; • Course title and duration (in hours); and • Information on attendees (i.e. participant list, organization, etc.) <p>If any of the above information is missing or if the course subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.</p> <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training agenda/schedule that is not accompanied by the above listed information • Presentation slides 		

CATEGORY 6. RECOGNIZED ASSESSMENTS/AUDITS	Points	
	Minimum	Maximum
	None	100
Activity	Points Awarded	
Recognized Environmental Assessment	Varied	
<p>Description</p> <p>Verifiers can claim status maintenance points for the completion of recognized (non-FEM) environmental assessments or audits. In order for status maintenance points to be awarded, the verifier must have led (in full or in part) the assessment/audit activities.</p> <p>If the assessment/ audit was conducted by an assessment team of two or more persons, all assessment/audit team members can claim status maintenance points for the assessment/audit if they were responsible for leading a portion of the assessment/audit activities.</p> <p>The points awarded are based on the determined equivalency for each recognized assessment. The list of recognized assessments can be found here.</p> <p>Note: Equivalencies awarded for Audits/Assessments that are recognized as Chemical Assessments are adjusted in the VSM worksheet as their published equivalency relates only to one (1) section (Chemicals Management) of the FEM.</p>		
<p>Records</p> <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The verifier’s name; • The full (legal) business name <u>and</u> address of the facility where the assessment/audit was conducted; and • The date(s) the assessment/audit was conducted • Description of the assessment/audit scope <p>Unacceptable Records</p> <ul style="list-style-type: none"> • A proposal/quotation document between the verifier’s organization a facility seeking an environmental assessment/audit that does not include the above listed information 		

CATEGORY 7. HIGG INDEX FEM SHADOW ASSESSMENTS	Points	
	Minimum	Maximum
	None	50
Activity	Points Awarded	
Shadow Verification	5 points per verification	
<p>Description</p> <p>Verifiers can claim status maintenance points for shadowing a Higg FEM verification. In order for status maintenance points to be awarded, the verifier must have shadowed all on-site verification activities for a VB's internal quality control purposes including:</p> <ul style="list-style-type: none"> • Opening/closing meetings; • Management interviews; • Site observations; and • Documentation review <p>No status maintenance points will be awarded for shadowing of off-site verification or other (non-Higg) environmental assessments/audits.</p> <p>If the verifier was responsible for leading a portion of the verification, status maintenance points should be claimed under Category 1.</p>		
<p>Records</p> <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The lead and shadow verifier's names and Verifier ID numbers; • The full (legal) business name <u>and</u> address of the facility where the shadow verification was conducted; and • The date(s) the assessment/audit was conducted 		

CATEGORY 8. CAPACITY BUILDING PROJECTS / CONSULTANCY WORK FOR IMPACT AREAS INCLUDED IN FEM	Points	
	Minimum	Maximum
	None	25
Activity	Points Awarded	
Capacity Building Project	2.5 points per project	
Description <p>Verifiers can claim status maintenance points for capacity building projects and/or consultancy work provided to organizations that relate to at least one (1) of the seven (7) Higg Index topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management)</p> <p>If the capacity building or consulting work was conducted as part of a project team, there verifier must have been responsible for working directly with or advising the receiving organization on technical aspects of the project.</p> <p>Both on and off-site project work can be claimed provided that it meets the criteria listed above.</p> <p>Project management, oversight, or other administrative work related to a project cannot be claimed.</p>		
Records <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The verifier’s name; • The full (legal) business name <u>and</u> address of the facility where the capacity building project and/or consultancy work was provided; • A description of the scope and details of the capacity building project and/or consultancy work provided by the verifier; and • The date(s) the capacity building projects and/or consultancy work was conducted <p>Unacceptable Records</p> <ul style="list-style-type: none"> • A proposal/quotation document between the verifier’s organization a facility seeking capacity building projects and/or consultancy work that does not include the above listed information 		

CATEGORY 9. HIGG FEM TECHNICAL REVIEW OF VERIFICATION RESULTS	Points	
	Minimum	Maximum
	None	20
Activity	Points Awarded	
Desktop review of verification	2 points per review	
<p>Description</p> <p>Verifiers can claim status maintenance points for conducting technical reviews of Higg FEM verification results. In order for status maintenance points to be awarded, the technical review must include a review of the results of one (1) complete Higg FEM verification for technical accuracy and completeness as well as other general data/information/reporting quality control.</p> <p>No status maintenance points will be awarded for technical review of other (non-Higg) environmental assessments/audits.</p>		
<p>Records</p> <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The verifier’s (technical reviewer’s) name and Verifier ID number; • The full (legal) business name <u>and</u> address of the facility where the verification was conducted; • The date(s) the verification and technical review were conducted; and • Indication of whether the review was conducted for an off-site or on-site verification <p>Letter reports or summaries of technical review activities that contain the above listed information will be accepted as valid records.</p>		

CATEGORY 10: ENVIRONMENTAL ACCREDITATION / QUALIFICATION FROM ANOTHER INDUSTRY SCHEME (ZDHC, ETC.)	Points	
	Minimum	Maximum
	None	12.5
Activity	Points Awarded	
Environmental Accreditation	2.5 points per accreditation	
Description <p>Verifiers can claim status maintenance points for receiving environmental accreditation and/or qualification from other industry schemes (i.e. ZDHC, etc.)</p> <p>Verifiers may not claim status maintenance points for re-certification of previously held/expired accreditations or qualifications.</p> <p>Note: Accreditation is not the same as receiving training. Attendance at FEM or other environmental training should be claimed under Categories 2 or 4.</p>		
Records <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The verifier’s name; • The title/designation of the accreditation/qualification received • The full name of the issuing organization or authority • The validity/expiration dates of the accreditation <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training attendance certificate (unless it clearly states the accreditation received, accrediting organization, and validity period of the accreditation) • Training agenda/schedule • Presentation slides 		

CATEGORY 11: ATTENDANCE AT ENVIRONMENTAL CONFERENCES	Points	
	Minimum	Maximum
	None	25
Activity	Points Awarded	
General Attendance	2 points	
Presenter/Speaker	5 points	
<p>Description</p> <p>Verifiers can claim status maintenance points for attending environmental conferences or seminars. Different levels of points are awarded for general attendance and presenter/speaker roles. Status maintenance points can only be claimed once per event in accordance with the criteria listed below.</p> <p>To claim points for general attendance the conference:</p> <ul style="list-style-type: none"> • The conference must be least one full day or more of educational content; and • The verifier must have attended at least 6 hours of content <p>To claim points for presenting/speaking at the conference:</p> <ul style="list-style-type: none"> • The presentation must be at least 20 minutes in length; and • Cover an environmental sustainability topic <p>Note: Sales, advertising, and marketing presentations are not eligible for presentation/speaker points.</p>		
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • Verifier’s name • Event title and duration (number of days) • Date(s) and location of the event; • Title and duration (in minutes or hours) of the presentation, if applicable • Description of the presentation, if applicable and not clear from the title <p>If any of the above information is missing or if the event topics are not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.</p> <p>If the hosting organization does not generate a participation record for the event, the following will be acceptable:</p> <ul style="list-style-type: none"> • Certificate, letter/email, or other record provided by the host organization showing proof of attendance or speaking engagement at the event; and/or • Event registration receipt if purchased on site, for single day event (for general attendance only) • Event badge only if issued on site, at a single-day event 		

- Registration record and evidence of physical presence in the city on the day(s) of the event, e.g. approved expense report, purchase receipts, etc.

Unacceptable Records

- Event agenda/schedule that is not accompanied by any of the above listed information
- Event badges if distributed prior to the Event
- Presentation slides

CATEGORY 12. OTHER ENVIRONMENTAL ASSESSMENTS/AUDITS	Points	
	Minimum	Maximum
	None	50
Activity	Points Awarded	
Environmental Assessment – Full Coverage (all FEM categories are covered)	2.5 points per assessment	
Environmental Assessment – Partial Coverage	1 point per assessment	
Description		
<p>Verifiers can claim status maintenance points for the completion of other (non-FEM) environmental assessments or audits that are not recognized. In order for status maintenance points to be awarded, the verifier must have led (in full or in part) the assessment/audit activities.</p> <p>If the assessment/ audit was conducted by an assessment team of two or more persons, all assessment/audit team members can claim status maintenance points for the assessment/audit if they were responsible for leading a portion of the assessment/audit activities.</p> <p>The environmental assessment/audit must have covered at least one (1) of the seven (7) Higg Index topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management). More credit is provided if the assessment has full coverage of FEM topics.</p>		
Records		
<p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The verifier’s name; • The full (legal) business name <u>and</u> address of the facility where the assessment/audit was conducted; and • The date(s) the assessment/audit was conducted 		

- Description of the assessment/audit scope (i.e., EMS audit, water audit, energy audit, etc.)

Unacceptable Records

- A proposal/quotation document between the verifier's organization a facility seeking an environmental assessment/audit that does not include the above listed information

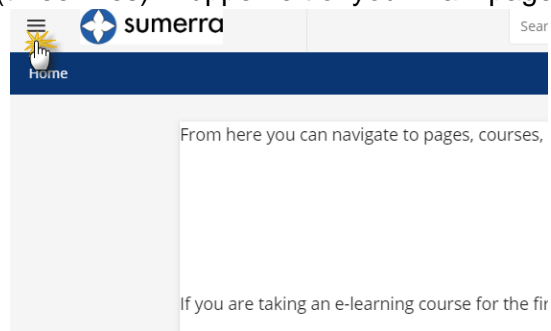
7 APPENDIX A: GUIDANCE FOR RENEWING STATUS ON STEP

WARNING! Failure to follow this process may require you to re-do the process to ensure your renewal is properly logged.

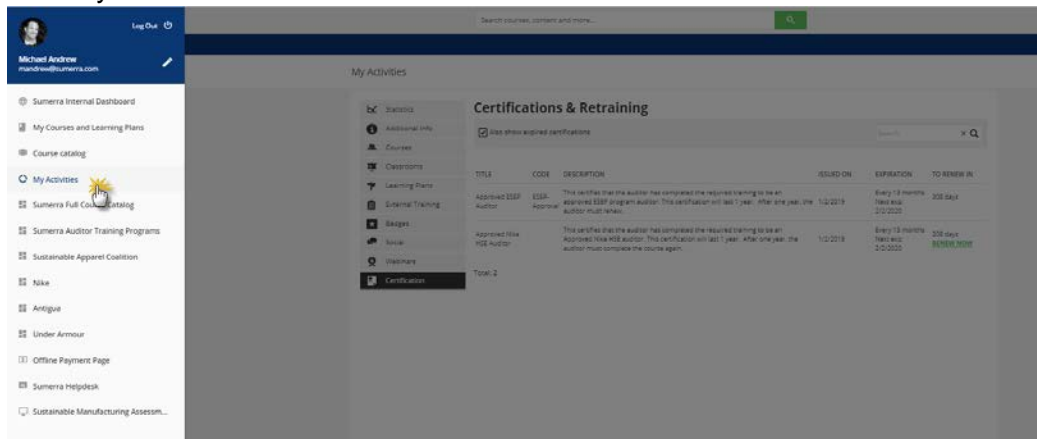
7.1 VIEWING YOUR APPROVALS

In order to view your current approvals, please follow these steps.

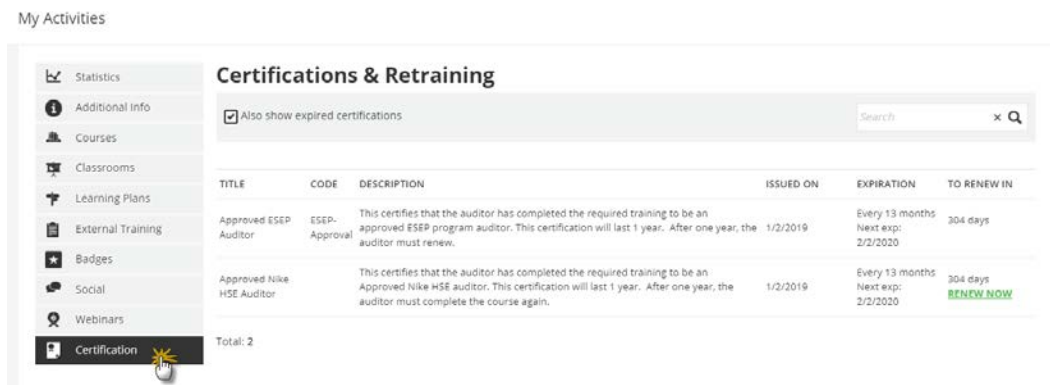
1. Log in to your STEP account
2. Click the menu button (three lines) in upper left of your main page



3. Click the My Activities

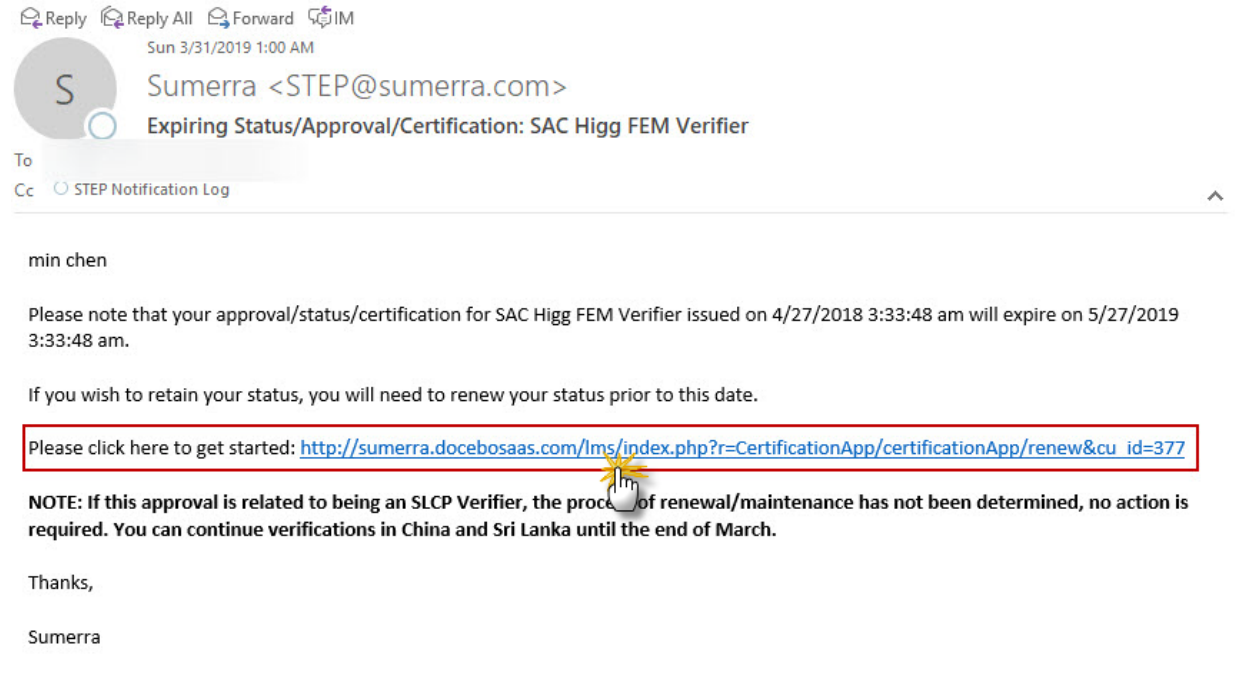


4. Click Certifications, and you will be able to view all of your approvals

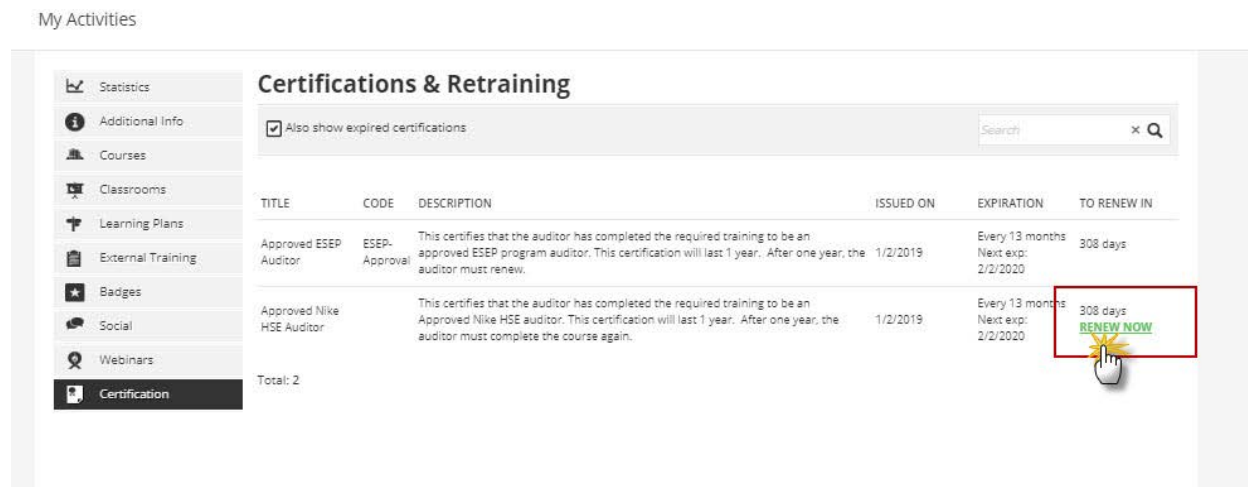


7.2 BASIC PROCEDURES FOR RENEWAL

The process of approval (called Certifications on the STEP site) is the same for all approvals in the Sumerra systems. All approved providers should receive a notification email three months and 1 month prior to expiration. One way to renew is to click the link provided in the email (NOTE: You must be logged into STEP first).



Alternatively, you can click the 'Renew' button found on your approval list

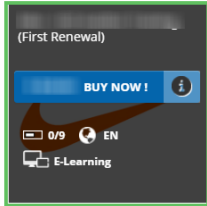


Clicking the email link or Renew Now link will both take you to a list of 'courses' that can be completed to complete your renewal. Click the Buy Now button and complete the enrollment. If you are renewing a specialty such as **Chemical Specialist Verifier** see the section below.

Renew your certification

Certifications & Retraining

! Your certification [redacted] is going to expire at 2/2/2020 3:13:50 pm.
Please subscribe and complete one of the following courses or learning plans in order to renew it.
Selecting an item you've already used to obtain this certification in the past, will result in a complete tracking data reset for that item!



Alternatively, you can submit a new external activity valid for this certification. Upon upload it will be evaluated for approval

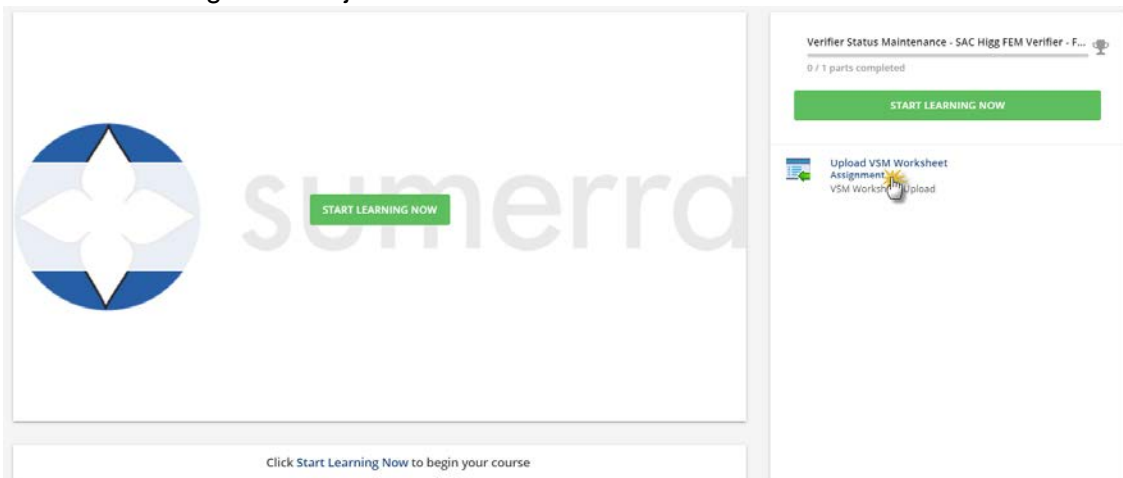
[GO TO MY EXTERNAL ACTIVITIES](#)

NOTE: If you plan to pay via Wire Payment, you will need to first obtain a Coupon Code to use for payment. Contact Sumerra at FEM@sumerra.com and request an invoice. Upon payment, you will be provided a coupon code that can be used for course payment.

7.3 SUBMITTING YOUR WORKSHEET


Submitting your worksheet is easy.


1. Click on the assignment object




2. Drop your worksheet file / or click to upload

Instructions
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.


Drop your file here or browse


Record your screen. **Start Recording**


Alternatively,
you can submit a YouTube/Vimeo video link


Paste your link here 

3. Fill in your name and submit


Instructions
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.

You are submitting 1 items

 SustainableApparelCoalitionHig (2).csv ×

Name *
Michael Andrew 

Description/Comments

SUBMIT MY ASSIGNMENT 

7.4 CHEMICAL SPECIALIST STATUS RENEWAL

Please note that for renewal of the Chemical Specialist Verifier status, **a separate VSM sheet is not required.** Verifiers simply click on the “Renew Now” link on the certification page, you will be informed that you have been placed in a Waitlist.

Once your Generalist VSM is approved, your Chemical Specialist status will automatically be renewed. No other steps are needed.

8 DOCUMENT CHANGE LOG

Date	Section	Summary of Changes
2021-06-22	n/a	<ul style="list-style-type: none">• Updated document format• Minor wording changes
2024-04-30	n/a	<ul style="list-style-type: none">• Updated for Cascale (formerly SAC) rebrand.