

BOOK CHAIN PROJECT

TERMS OF USE

1. Introduction

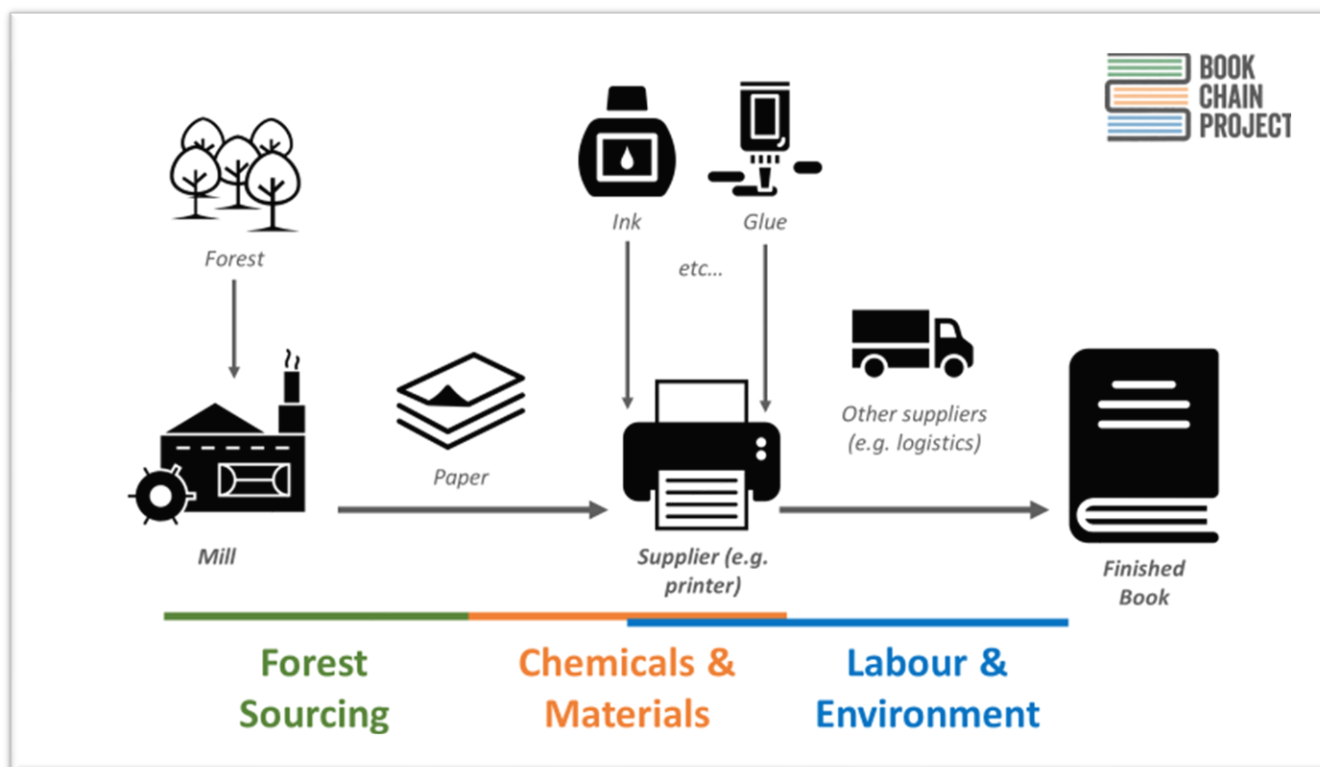
The Book Chain Project (BCP) is a collaborative project for publishing houses and is run by Carnstone Partners Ltd. It consists of three information tools; **Forest Sourcing (FS)**, **Chemicals & Materials (C&M)**, and **Labour & Environment (L&E)**.¹ These tools help provide visibility into the book supply chain, so Publishers can make informed decisions for their own book production. The BCP allows for an easy and efficient exchange of information between participating Publishers, Suppliers and Mills through a secure web-hosted database, where commercially sensitive information is held confidentially (see Sections 5, 6 and 7). For more information on the project, please visit [our website](#).

This document outlines the Terms of Use for the stakeholders engaged in the BCP system; the participating Publishers, the Suppliers (printers and other suppliers) and the paper and integrated pulp & paper Mills. It also outlines access rights and the data management within the system by Carnstone.

For the remainder of this document, terms are defined as follows:

- *Publisher*: a publishing house that is taking part in the BCP
- *Mill*: a mill that produces papers
- *Mill Group*: a group that owns and operates one or multiple mills
- *Supplier*: a supplier or manufacturer, for example a printer that assembles books from papers, ink, glue and other materials
- *Supplier Group*: a group that owns and operates one or multiple supplier sites
- *Carnstone*: Carnstone Partners Ltd. and its subsidiary Carnstone Asia Limited
- *Personal data*: forename, surname, email address and a password are required in order to identify registered users. Organisational affiliation and contact details such as job title and phone number may also be stored.
- *Commercial data*: information that is not publicly available, for example detailed forest sources, Bills of Materials, or audit reports. Please see Sections 5 and 6 for a comprehensive overview.

¹ These tools were previously known as “PREPS” (Forest Sourcing), “PIPS” (Chemicals & Materials) and “PRELIMS” (Labour & Environment).



2. Carnstone Partners Ltd.

The BCP is run by Carnstone, supported by Quiet Science (IT provider), who look after both the strategic direction and day-to-day running of the project and its tools. Carnstone and Quiet Science treat all the information in the database as confidential.

Carnstone organises meetings, collates information, manages the BCP database and builds relationships with all the stakeholders involved in the project.

3. Data protection

Access to all three tools is available to Publishers and Suppliers via a password-protected website. The treatment of **personal** data is explained in our [Privacy Policy](#). The mandatory personal data which users are required to provide to gain access to the database is limited to forename and surname, password and email address.

Please refer to Sections 5, 6 and 7 to understand how Publishers, Suppliers and Mills use the database, and which **commercial** data each has access to.

4. Data Retention on the Book Chain Project

The treatment of **personal** data is explained in our [Privacy Policy](#). **Commercial** data submitted by Mills and Suppliers is owned by the relevant Mill Group or Supplier Group respectively. By agreeing to submit data to the tools within the BCP, a Mill or Supplier Group gives permission to Carnstone to keep that data within the tools indefinitely for audit trail purposes. If a Mill or Supplier Group decides to request the removal of its **commercial** data, a notice period of twelve months from the date of that request will apply. If within this time, a Mill or Supplier decides to re-engage with the BCP, this will be permitted and connected to the previous **commercial** and **personal** data already held.

5. How publishers use the database

Publishers can arrange access to all three tools. They use the tools to view and request information on the materials that are used in the manufacturing of their books (see figure on previous page for an illustration). The table below outlines what information is visible to Publishers for each tool. Visible information includes publicly available information and **commercial** data. **Commercial** data is highlighted with an asterisk (*).

FS	C&M	L&E
<u>Purpose</u>		
<i>Publishers identify brands with responsible forest sources for their books through the collection and analysis of the origins of tree fibres used in paper and board.</i>	<i>C&M allows publishers to comply with legislation by obtaining BOMs for each of their products, by conducting an upfront check of chemical compliance against specific legislative lists, and by sharing with the relevant parties (e.g. customers or customs) technical files with full BOMs.</i>	<i>Publishers set expectations for their suppliers, request audits, questionnaires and improvement plans.</i>
<u>Information source</u>		
<i>Mills</i>	<i>Suppliers</i>	<i>Suppliers</i>
<u>Information visible to Publishers</u>		
Brand name	Supplier and Supplier Group name	Supplier and Supplier Group name
Mill and Mill Group name	Country of Supplier ²	Country of Supplier ²
Country of Mill ²	*Bill of Materials and Bill of Substances linked to an Edition	Ethical/Environmental Audit types (e.g. SMETA, ICTI, SA8000, WCA)
Mill certification (if applicable, e.g. FSC, PEFC, SFI)	*Component type (e.g. paper, ink)	*Audit reports and findings

² All countries are displayed next to the applied country risk assessment, according to our [risk tool](#).

Paper type (e.g. sticker, coated, greyboard)	*Component category (Core or Other)	*Environmental questionnaire results
Measurement system (e.g. ISO)	*Safety of Component and Bill of Substances linked to Component according to applicable legislation included in the tool	*Correction Action Plan reports
Technical specifications (e.g. Weight, Brightness, Gloss)	*Percentage breakdown for each Bill of Materials / Substances	
*Forest sources: pulp information – including tree species in each pulp, their country of origin, certification if applicable, and percentage breakdown ³ Pulp names, supplier names and certification # not visible	Substance CAS and EC number, and synonyms; and safety of Substance according to applicable legislation included in the tool.	
	*Test certificates relating to chemicals found in Components	
<u>Notes</u>		
<i>Full level Publishers can request new paper brands; entry level Publishers can only view brands already listed in the FS tool.</i>	<i>C&M only allows Publishers and Suppliers to share and view information when they both confirm a working relationship with one another.</i>	<i>L&E only allows Publishers and Suppliers to share and view information when they both confirm a working relationship with one another.</i>

6. How Suppliers use the database

Suppliers can arrange access to all three tools. They use these tools to gain a competitive advantage by demonstrating transparency, good relationships with Suppliers and Publishers, and the ability to support chemical safety compliance and demonstrate good labour and environmental practices. The table below outlines what information is visible to Suppliers for each tool. Visible information includes both publicly available information and commercial data. Commercial data is highlighted with an asterisk (*).

FS	C&M	L&E
<u>Purpose</u>		
<i>Suppliers view brand grade and forest source information it was based on to source papers in an environmentally responsible way.</i>	<i>Suppliers use tool to submit information.</i>	<i>Suppliers use tool to submit information.</i>

³ We analyse forest sources and distil them into a Brand Grade and Due Diligence Risk, which Publishers can view. For more information [visit our website](#).

<u>Information source</u>		
<i>Mills</i>	<i>Suppliers</i>	<i>Suppliers</i>
<u>Information visible to Suppliers</u>		
Brand name	Only that which the Supplier itself has submitted.	Only that which the Supplier itself has submitted.
Mill and Mill Group name		
Country of Mill ⁴		
Brand Grade (for more information visit our website)		
Due Diligence Risk		
Mill certification (if applicable, e.g. FSC, PEFC, SFI)		
Paper type (e.g. sticker, coated, greyboard)		
Measurement system (e.g. ISO)		
Technical specifications (e.g. Weight, Brightness, Gloss)		
*Forest sources: pulp information – including tree species in each pulp, their country of origin, certification if applicable, and percentage breakdown ⁵		
Pulp names, supplier names and certification # not visible		
<u>Notes</u>		
<i>Print Suppliers can only view brands already listed in the FS tool.</i>		

7. How Mills use the database

Mills can only arrange access to the FS tool and use it to maintain product listings, their technical specifications, and their forest sources. Mills **only** have access to the information they submit on their own products.

All these products will be searchable by all the Publishers and Suppliers who have arranged access to the FS tool, meaning this information is only requested and submitted once for all the participating Publishers and Suppliers in the FS tool. This allows Mills to avoid receiving multiple requests of the same or similar information from various Publishers. For more information on the benefits of joining, see [here](#).

⁴ All countries are displayed next to the applied country risk assessment, according to our [risk tool](#).

⁵ We analyse forest sources and distil them into a Brand Grade and Due Diligence Risk, which Publishers can view. For more information [visit our website](#).

8. How Mills disclose participation in the Book Chain Project

Paper mills are welcomed to talk about their participation in the Book Chain Project on their public-facing domain e.g. company websites. To support you doing so, we are providing below instructions and clarifications for you to consider when developing the publicity content:

1. The Book Chain Project is a collaborative project run by Carnstone to help publishers make informed decisions for their own book production. We are not a certification scheme.
2. All the publishers participating in the Book Chain Project are called participating companies (instead of 'members' as we are not a membership initiative).
3. There are three tools under the Book Chain Project, focusing on three specific areas. They are Forest Sourcing, Chemical & Materials, and Labour & Environment. The old individual project names (PREPS, PIPS and PRELIMS) were discontinued in 2016 and are no longer in use.
4. Information on our approach to paper grading, including the grading system and Forest country risk tool, can be found on our website (<https://bookchainproject.com/process>).
5. When referring to your paper products listed in the Book Chain Project system, please do not include the grading of your paper brands. This is for two reasons: (1) there's a possibility that this might change over time due to change in forest sources/ grading approach/ country risks; (2) the gradings are provided to the Publishers who participate in the Book Chain Project, and are not to be shared externally (outside of the system).
6. Please get in touch with us via info@bookchainproject.com if you have any questions.

9. Contact

If you have any questions or concerns regarding this document, or the BCP in general, please email info@bookchainproject.com.