

MEMBERS guide VALDELIA

Dear members,

As professional furniture firms, your aim in setting up Valdélia has been to help raise the profile of your initiatives that help care for the environment.

The authorities having set demanding goals, you agreed to rise to the challenge with us. With your help, we have devoted our energies to establishing an all-encompassing service for collecting and treating waste that complies with regulations – one that will allow us to achieve a reclamation and recycling rate of 75%, well above anything that has previously been required of an industry.

Since 2012, we have been working together to set up this end-of-life management pathway for professional furniture. There have been opportunities to meet many of you over these past two years. Over 60 regional meetings and plenty of discussions – sometimes impassioned, always constructive – have enabled us to improve the service and adjust it to your needs and expectations.

Today you are all agreed about the worthwhile nature of this pathway and the service it provides for your clients. Having so many members gives us legitimacy and lends significant credibility to the actions we undertake, enabling us to build a sustainable waste treatment pathway that is much more than a piece of green window-dressing.

This pathway benefits not only end clients, but also the environment and society as a whole. With the support of Valdélia, you can now play your part in establishing a virtuous materials recycling system – and a new cradle-to-cradle economy.

Being a member of Valdélia is all about contributing to a collective effort in order to meet individual obligations. The mission you have entrusted us with requires a trust-based relationship and confers major responsibility on us.

Our role is to work with you to build an organization capable of playing a major role in the world of professional furniture and achieve tangible results through a raft of effective methods :

- ▶ favouring even more eco-design,
- ▶ enabling you to integrate high-quality secondary raw materials,
- ▶ preferring re-use/reclamation and supporting the training and social insertion of employees in third sector organizations.

Quality, service and integrity form the keystone of our service to members, while attentiveness, understanding and education are our key values for building lasting relationships with you - starting with this guide and continuing throughout the process, with its market releases, quarterly declarations and Ademe declarations.

If you have any specific needs, do not hesitate to contact us.

We wish our many existing members all the best and extend a warm welcome to those now joining us.

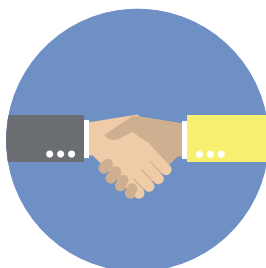
Arnaud Humbert-Droz and Bruno Mouzé

How to use your guide

This guide is a constructive, pragmatic resource that aims to fulfil three objectives:



1. PROVIDING YOU WITH
INFORMATION ABOUT PATHWAY
REGULATIONS AND ORGANIZATION



2. SPECIFYING YOUR ROLE
IN THIS PARTNERSHIP



3. EXPLAINING HOW YOU
CAN BENEFIT FROM OUR SERVICE.

It is organized around six key points:

Valdelia

Marketers

Eco-contribution

The regulatory context

Membership of Valdelia

How the service is organized

TO BROWSE THIS GUIDE,
CLICK ON THE ▼ CHAPTER
ou are interested in to access it directly.

▼ **1 Valdelia**

▼ **2 Regulations**

▼ **3 Marketers**

▼ **4 Becoming a member**

▼ **5 Eco-contribution**

▼ **6 Our service**

▼ **7 Appendices**

▼ **8 FAQ**

WHO IS THIS GUIDE FOR?

- Company managers
- Furniture professionals
- Sustainable development managers
- Foreign suppliers seeking information about French regulations (the guide has been translated into German, English, Spanish and Italian)
- Acquirers of public or private companies
- Waste professionals, removal firms, brokers, and third sector organizations.

At the end of each chapter, a “Bullet Points” section summarizes the essential information.



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1.Valdelia





Valdelia Recycling for professionals



What's new?

Valdelia acquired 5 new shareholders in 2014.

GLOSSARY

*DEA : déchets d'éléments d'ameublement, furniture waste.

A. About Valdelia

- ▶ Valdelia is a non-profit simplified joint stock company (SAS) founded in 2011 by 13 companies specializing in the manufacture of professional furniture in order to set up a joint service for the **management of professional furniture waste (DEA*)**.
- ▶ Valdelia was approved by the authorities on December 31, 2012 for the management of professional furniture waste pursuant to decree no. 2012-22 dated January 6, 2012.

B. Our services

- ▶ Valdelia supplies professional furniture marketers with a **shared, turnkey solution** enabling them to **meet new regulatory obligations** for furniture waste management.





C. A win-win partnership between us and you

How you benefit from our service> transfer of all your obligations regarding professional furniture waste management.

- Organization, arrangement and funding for a **national professional furniture waste collection and treatment scheme** (including overseas departments, regions and collectivities) , commensurate with market releases for the previous year.



1. FRANCE
2. Saint Pierre and Miquelon
3. Saint Martin
4. Guadeloupe
5. Martinique
6. French Guiana
7. Mayotte
8. Réunion

- **Submission of information to the authorities and Ademe:** quantities released to the market, collected, recycled, and recovered.
- **Achievement of rates set by the authorities:**
 - collection, re-use, reclamation, and recycling of professional furniture waste > **75% in 2015**
 - recovery > **80% in 2015.**

D. Our commitments

- **Efficiency:** Valdelia undertakes to establish a national collection and recycling scheme for its members; this has been operational since March 1, 2013.
- **Quality:** the scheme uses professional waste collection and treatment services. It is governed by a stringent call for tender policy and audits.
- **Achieving rates for collection, re-use/reclamation, recycling and recovery** set by the authorities.





Bullet Points

- ▶ A non-profit eco-organization
- ▶ Created by marketers
- ▶ A shared solution that does the work for you
- ▶ Organizing funding arrangements for the pathway
- ▶ Organizing arrangements for collection and treatment
- ▶ Feeding back information to the authorities





2. Regulations



2. Regulations



A. What the law says

General framework

- ▶ *Commitment 251 of France's Grenelle environmental summit and article 46 of French law no. 2009-967 dated August 3, 2009 (which sets out the timetable for implementation of the Grenelle environmental commitments) establish the principle of extended producer responsibility (EPR) for furniture waste management.*
- ▶ *This principle is enshrined in article L.541-10-6 of the French Environmental Code, pursuant to article 200 of the French 'National Environment Commitment' Act no. 2010-788 dated July 12, 2010.*



Did you know?

All these documents are available on request.

French legislation specifying the conditions of application:

- Decree no. 2012-22 dated January 6, 2012 on furniture waste management.
- Order dated June 15, 2012 on the approval procedure, including specifications for eco-organizations.
- Order dated December 31, 2012 granting approval to Valdelia.
- Order dated August 5, 2013 on the registration and data declaration procedure for the furniture waste pathway (Ademe Register).
- Order dated April 17, 2014 on the approval procedure, including specifications for individual systems within the furniture waste pathway.

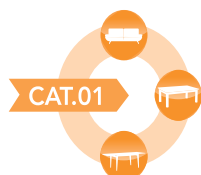


2. Regulations

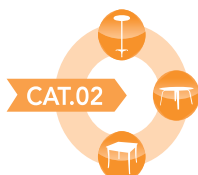
B. What can be recycled?

Any type of professional furniture, irrespective of the material it is made from

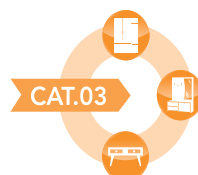
Facilities furniture



Lounge, living room,
dining room furniture



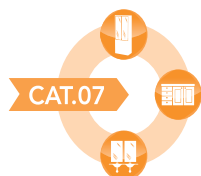
Occasional furniture



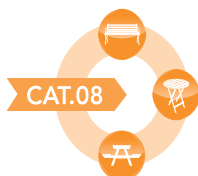
Bedroom furniture



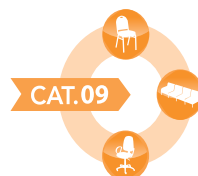
Kitchen furniture



Bathroom furniture



Garden furniture



Seating



Technical, commercial,
facilities furniture

Office furniture



Office furniture

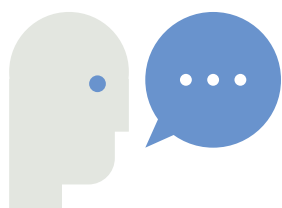


Seating

Store fitting furniture



Technical / commercial /
facilities furniture



According to French
legislation:

"FURNITURE"

= furniture and furniture
components of which the
main function is to contribute
to furnishing a dwelling, shop
or public access premises by
providing seating, bedding,
storage, a counter or a
worktop.

IMPORTANT

Valdelia has chosen not to handle category 4 furniture waste:
bedding comprising mattresses and bed supports.
Bedding components such as bed frames, bed assemblies, bed
heads and feet have been included in category 3.



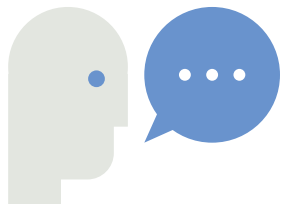
2. Regulations



C. What products cannot be recycled?

The following are excluded from the scope of application of the decree dated January 6, 2012:

- 1- Electrical and electronic equipment (EEE)*.
- 2- Specific fittings for professional premises that constitute fixtures that meet ALL the following conditions:
 - ▶ tailor-made
 - ▶ assembled and installed by a professional outfitter
 - ▶ designed to be used permanently as an integral part of the building or structure, in a dedicated location
 - ▶ may be replaced only by a similar fitting specifically designed for this purpose.
- 3- Items of furniture installed in the public domain and public spaces
- 4- Recreational and decorative items.



GLOSSARY

***EEE** : furniture and furniture components covered by book V part IV chapter II section 10 of the regulatory section of the French Environmental Code.

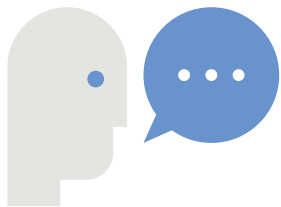
In case of doubt...

Practically speaking, very few products are excluded; most are decorative components and partitions of any height. Contact us if you are unsure.



2. Regulations

D. How can I tell if my furniture is professional or household?



Did you know?

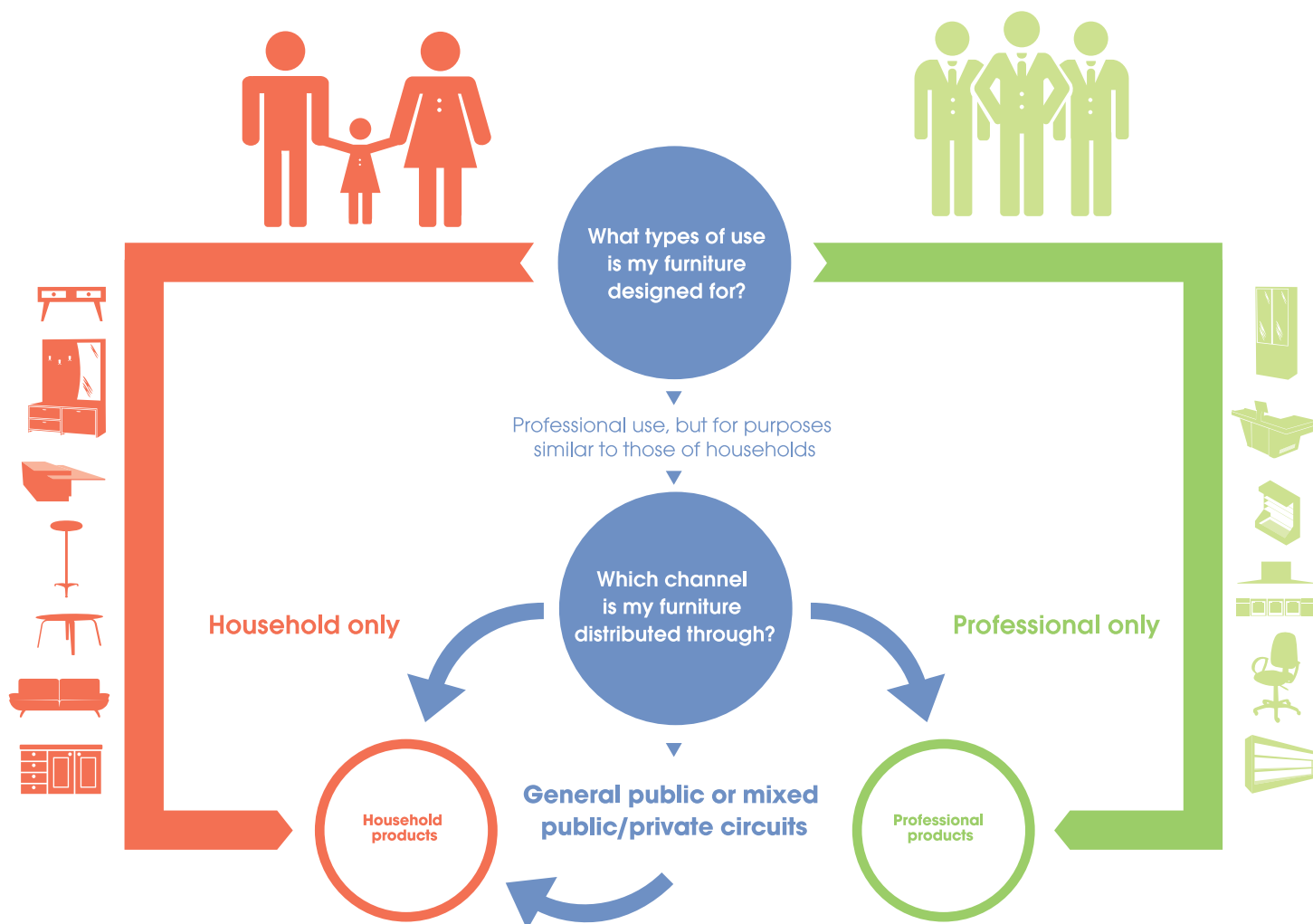
Furniture is deemed to be professional if its use and/or distribution channel is exclusively professional.

Don't get mixed up!

Shelving purchased by an artisan in a DIY superstore is deemed to be household furniture.

HOWEVER

Bedroom furniture purchased through a central buying service for local authorities will be deemed to be professional.



2. Regulations



Bullet Points



- ▶ Recycling is mandatory
 - free recovery from professional holders for quantities in excess of 2.4 t and 20 m³,
 - for quantities below this threshold: a network of Voluntary Drop-off Points less than 50km from employment zones is being set up
- ▶ France-only legislation: does not apply to exports.
- ▶ Targets to be met in 2015:
 - 75% reclamation and recycling of professional furniture waste
 - 80% recovery of professional furniture waste
 - 100% of market release data from the previous year to be collected.



A modern interior space with a high ceiling featuring exposed concrete beams and two spherical pendant lights. Large windows in the background let in bright light. In the foreground, there is a dark wooden coffee table with books and a vase of pink flowers. A red sofa is visible in the middle ground, and a large, textured, grey beanbag chair sits on the floor. The text "3. Marketers" is overlaid in a white box on an orange background.

3. Marketers



3. Marketers

A. Definition

"A marketer is understood as being any person who, in a professional capacity, **manufactures, imports, assembles or introduces onto the national market for the first time furniture** that is

- ▶ intended to be sold or given free of charge to the end user, by whatever means the transfer takes place,
- ▶ to be used directly within the national territory of France.

In the event of these items of furniture being transferred under the brand of a **reseller** or client with **the brand being affixed pursuant to a contractual document**, the reseller or client in question **shall be deemed to be the marketer.**"

Article R.543-242

Example no. 1: manufacturers



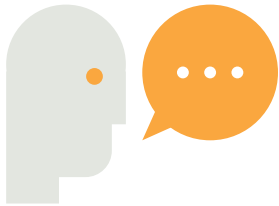
I **manufacture** furniture
sold in France



**THIS MEANS I AM
THE MARKETER**



I am not affected by
these regulations



Did you know?

If **POS** (point-of-sale) advertising is customized, it is deemed to have been released onto the market by the advertiser. This means the advertiser must become a member of Valdelia.

A **company that buys abroad** for its own use must become a member of Valdelia to declare its imports and pay the eco-contribution.

Your **foreign suppliers** can help you to gather all the information necessary for the declaration.

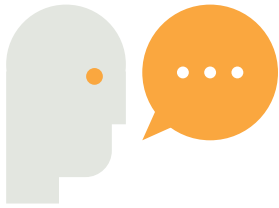
When the origin of the product is unknown (e.g.: remote sale by an unidentified foreign manufacturer to a holder), the holder becomes the marketer and is subject to the requirements of the decree.



3. Marketers



Example no. 2: the importer



Sorting out the puzzle

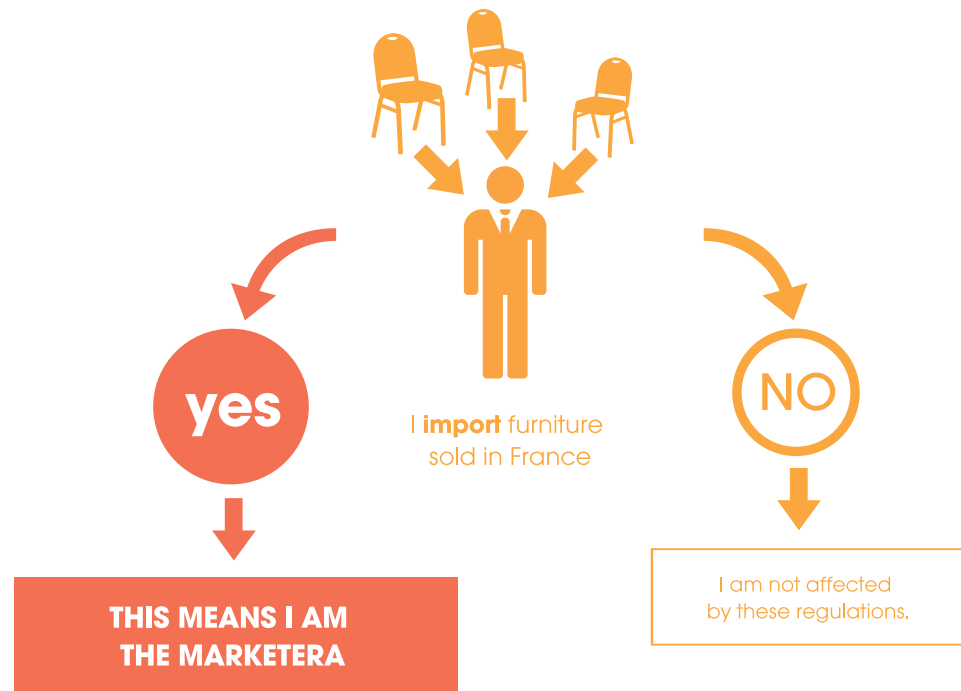
Depending on the products in question, a company may sometimes count as a marketer and sometimes not.

Example:

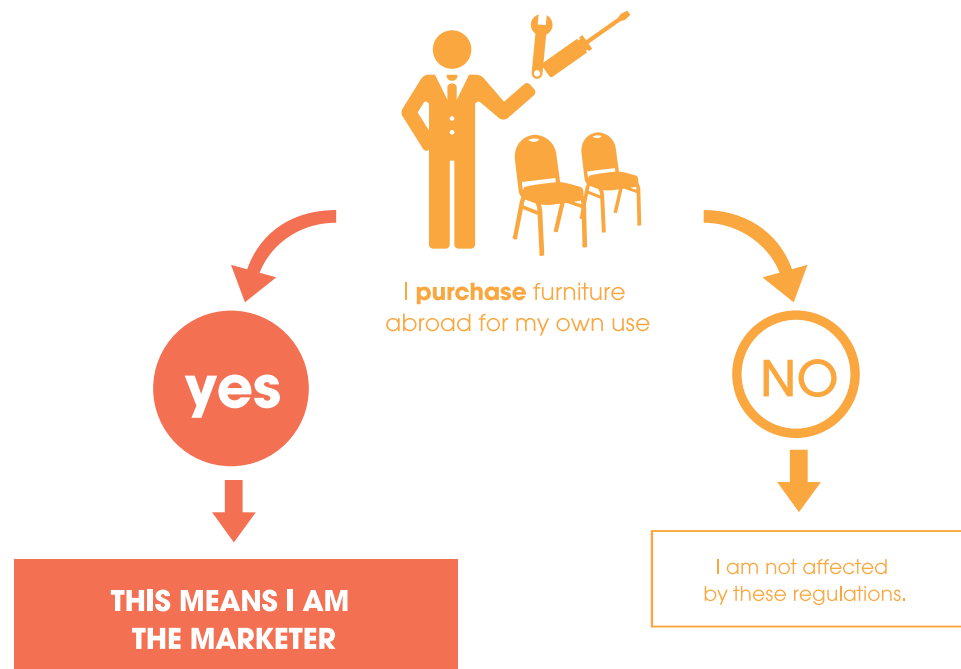
company N is:

- a manufacturer of steel cabinets
- an importer of parts for retail under its brand of wooden cabinets,
- a distributor of Z brand seats manufactured by company Z.

Company N is deemed to be the marketer for its manufacture and imports. However, company Z remains the marketer for the seats it manufactures.



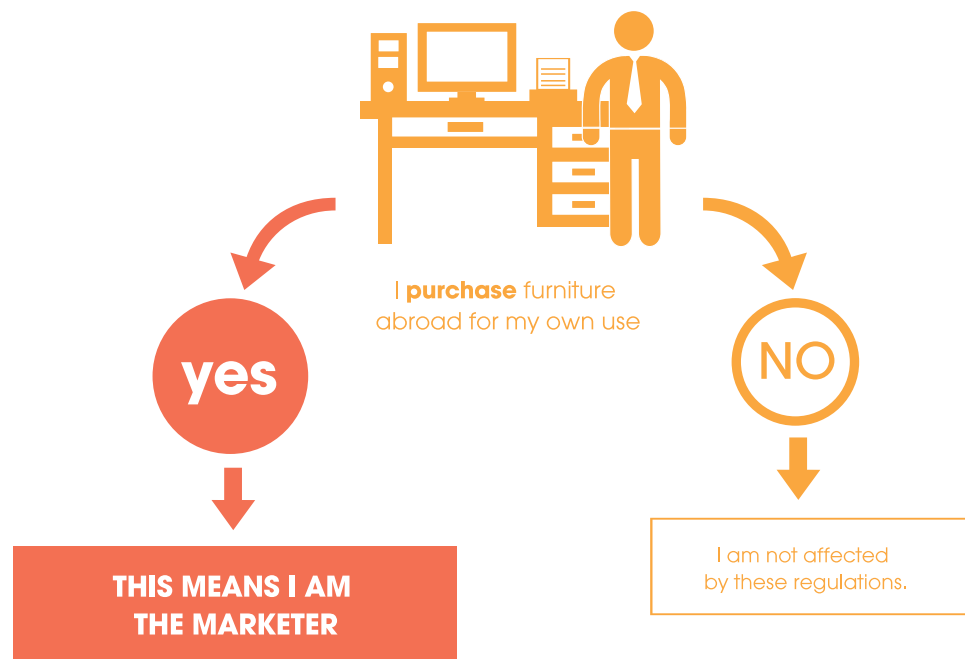
Example no. 3: the assembler



3. Marketers



Example no. 4: the introducer



3. Marketers



B. Obligations



Now's the time...

Obligations began over two years ago, and membership of an eco-organization is the first step towards regularization. Now it's up to you to take action!

Since January 1, 2012, marketers must ensure **that waste from end-of-life furniture is collected and treated:**

- ▶ either in the form of an individual initiative through a system approved by the authorities, for all their market releases, free of charge for holders
- ▶ or by becoming a member of an approved eco-organization, such as Valdelia, which will manage this for them.

C. What happens in the event of failure to comply?

Join now

There's no point waiting to join; we have been systematically requesting declarations since May 1, 2013. Don't run the risk of having to pay an eco-contribution from your own pocket rather than being able to invoice it to your clients.

The regulations provide for a number of measures (which may be used together) to combat fraud:

- ▶ Measure no. 1: **enforcing payment of all unpaid eco-contributions**, on the basis of market releases of new products for the past three years.
- ▶ Measure no. 2: establishment of **an administrative fine** by the French Ministry of Ecology, Sustainable Development and Energy (a penalty per tonne of products released onto the market of up to €1,500 / sales unit for a natural person and €7,500 / sales unit for a legal person).



3. Marketers



Bullet Points



- ▶ All companies that manufacture, import, assemble or introduce furniture are affected by these regulations.
- ▶ Obligations of the marketer:
 - Calculating the amount of the eco-contribution
 - Invoicing it per unit to their client on top of the sales price
 - Paying on the eco-contribution collected to Valdelia
- ▶ The eco-contribution is paid by the end consumer
- ▶ Don't take the (financial) risk of being outside the law: join an approved eco-organization without delay!





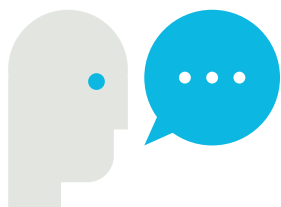
4. Becoming a member



4. Becoming a member

A. Members' commitments

- ▶ By becoming a member of Valdella, marketers undertake to supply all the necessary information for the proper running of the service according to the terms set out in the membership contract.
- ▶ Marketers also undertake to pay eco-contributions on to Valdella by the deadlines specified in the contract.



Membership of Valdella is governed by **a membership contract**. This defines Valdella's services and the obligations of members. Contracts will be valid from the date of Valdella's approval by the authorities

B. How to become a member

- ▶ Valdella membership is **free**.
- ▶ This procedure is **open to any company deemed to be a marketer** of professional furniture.



4. Becoming a member



Full details of the membership procedure are available at www.valdelia.org in the “adhérer à Valdelia” (“Join Valdelia”) section.

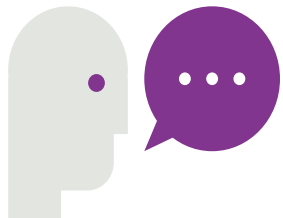




5. The eco-contribution



5. The eco-contribution



Did you know?

If there has been a change in eco-contribution scales (e.g.: scale N in December when the manufacturer invoices the distributor; scale N+1 in February when the distributor sells to the user), **the initial scale in force at the time of invoicing applies** (the principle being that cost of the contribution is passed on unchanged and in full).

The new scales are sent out before the month of July in year N to be applied as of January 1st in year N+1.

A. Definition

The eco-contribution is the **amount paid by marketers to the eco-organization of which they are members to allow it to finance the following:**

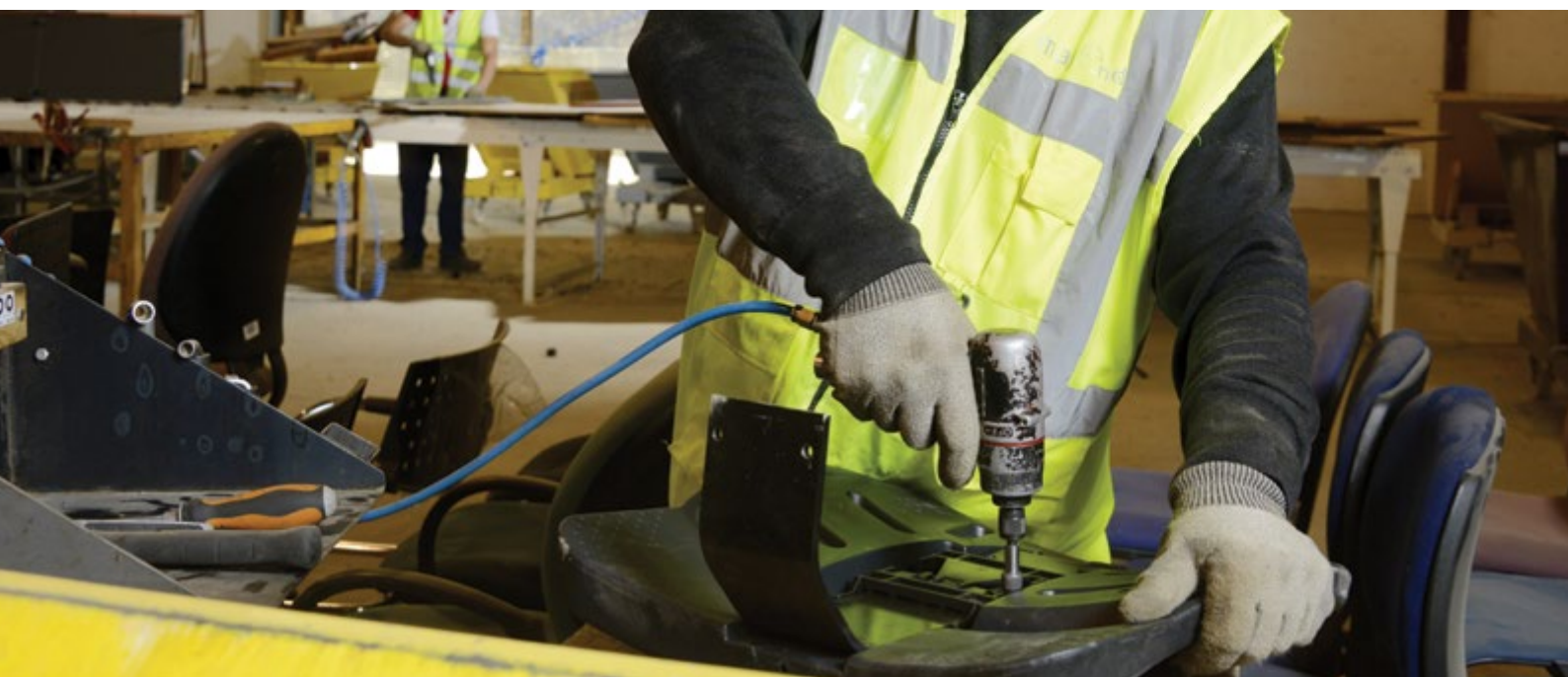
- ▶ Professional furniture waste management: collection, treatment, traceability, quality monitoring of services,
- ▶ Communication, research and development.

B. Obligations

The eco-contribution must be:

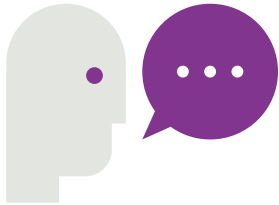
- ▶ Distinct until January 1st, 2021
- ▶ Displayed by unit at the point of sale and on all sales documents
- ▶ On top of the sales price
- ▶ Passed on unchanged and in full to the end client
- ▶ Subject to VAT
- ▶ Excluded from any possibility of discount.

Display of the eco-contribution and all related obligations apply to each new item of furniture sold from **May 1, 2013 onwards**.



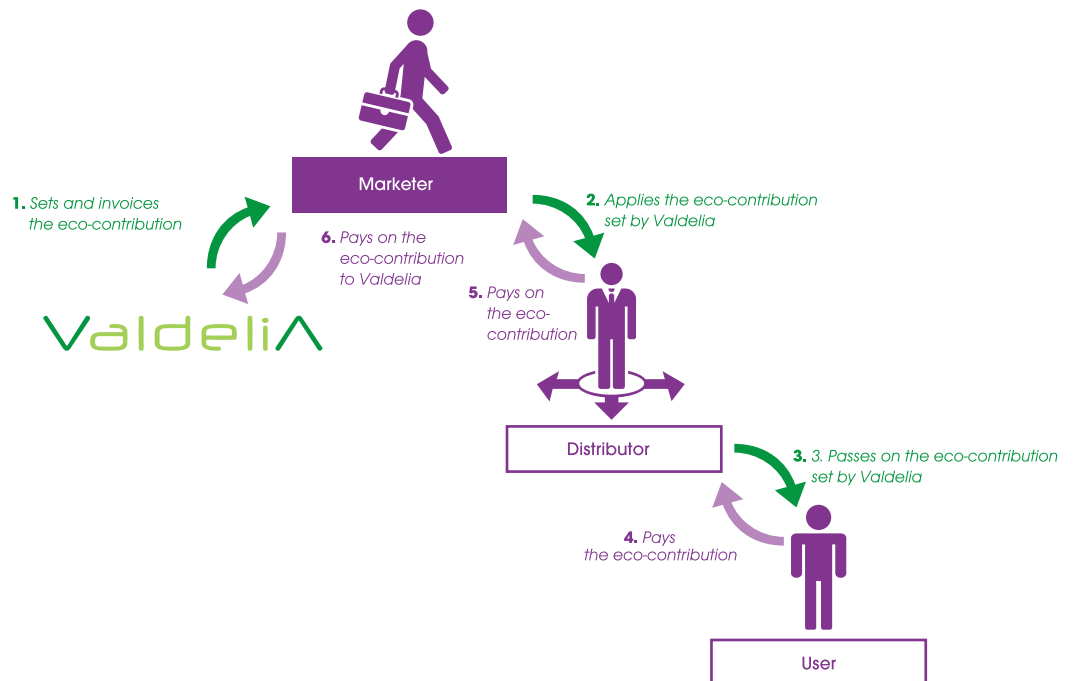
5. The eco-contribution

C. The eco-contribution circuit



Important

On invoices, the eco-contribution must be shown on the product line.



D. Focus on the law

Amendment no. i-592 to the French 2013 Finance Act adds to article L.541-10-6 of the French Environmental Code by creating two obligations:

- an obligation to pass on the unit cost for manufacturer's furniture waste management, unchanged and in full, to the end client.
- an obligation to display the unit cost for the consumer, distinguishing the unit price excluding the contribution, the contribution itself and the total price, for each item of furniture*.

* Or for the set of furniture in the event of sale of a set.

E. How to calculate the eco-contribution

- ▶ The calculation of the eco-contributions due to Valdella from each member is performed on the basis of the individual market release declaration for furniture for the previous quarter.
- ▶ Market releases must be expressed by unit and weight (kg). **Valdella defines a unit as a functional set.**

For example: a desk is deemed to be a unit; the desktop and legs form part of the same functional unit.

Did you know?

After-sales components must include an eco-contribution and be declared.



5. The eco-contribution



F. When to declare market releases

- ▶ Quarterly: in April, July, October and January.

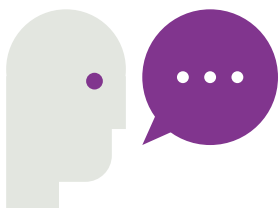
April 1-20	Declaration of January, February and March invoices
July 1-20	Declaration of April, May and June invoices
October 1-20	Declaration of July, August and September invoices
January 1-20	Declaration of October, November and December invoices

Well worth knowing

Furniture ordered in March and invoiced in April will be deemed to have been released onto the market in April.

- ▶ The time of declaration for the market release is determined by **the date of the sales invoice**.

Exception: POS advertising is not invoiced to clients, so in this case the declaration is determined by the date of entry or exit from stock.



Practical examples:

A meeting table with wooden top and metal legs

> majority material: wood.
High bar table with wooden top and cast-iron base

> majority material: metal.
Height-adjustable swivel seat (20% foam, 10% textile, 40% plastic and 30% metal)

> in this case, select the category "other materials or no majority materials".

G. How to declare your market releases

- ▶ Go to the www.valdelia.org website to fill in the declaration form (declaration template available in appendix 5).
- ▶ Don't forget to download our guide to help you complete your declarations.
- ▶ You must fill in the following eight information fields required by the authorities:
 - **Decree category:** one of the ten categories in the decree.
 - **Decree function:** the main function of the product as defined by the decree.
 - **Valdelia family:** non-regulatory, but required for the operation of the eco organization. There are four Valdelia families.
 - **The majority material:** by 'majority material', Valdelia means the material accounting for at least 50% or 95% of the weight of the unit.
 - **Product:** 6-digit HS code.
 - **Equipment status:** professional status for the purposes of the Valdelia declaration.
 - **Eco-design product:** for the time being there are no eco-design products; this concept will emerge in 2015-2016.
 - **Weight:** expressed in kilos for each unit.
 - **Quantities sold:** expressed in functional units sold.



5. The eco-contribution



H. How the eco-contribution is invoiced

- ▶ On the basis of market release declarations submitted each quarter, Valdelia invoices you the eco-contribution due at the end of the month following the completed quarter.
- ▶ Your payment must be made cash.

I. For exporters

Do you export furniture which you have purchased in France or abroad?

- ▶ The eco-contribution does not apply in this instance.



5. The eco-contribution



Bullet Points



- ▶ Until January 1, 2021, there is an obligation to display the amounts of eco-contribution per unit, and pass this on unchanged and in full to the end client.
- ▶ Eco-contribution amounts must be displayed at the point of sale, on price labels, estimates, catalogues and all other sales documents.
- ▶ The eco-contribution is on top of the sales price, subject to VAT, and may not benefit from discounts or other commercial reductions.
- ▶ No eco-contributions on exports.





6. Our service



6. Our service



A. Don't ever pay twice again!

The successful development of membership and payment of eco-contributions have allowed a shared service to be created for the collection and treatment of used furniture.

This service is what this pathway is all about. It is available for you and your clients: do not hesitate to use it.

Many of you already act as Voluntary Collection Centres and are seeing results in terms of new services that can be invoiced (collection of small quantities); others are meeting new prospective clients who are seeking solutions to get rid of small quantities, and so on. **This one-of-a-kind service ensures your clients have an effective solution for their disposal and recycling needs.**

► Learn how to make the most of the pathway in this chapter.

► You can also download the PR documents available on our www.valdelia.org website

B. Who can call on Valdelia's services?

Any company or local authority

- Industries
- Offices
- Distributors
- Healthcare establishments
- Cultural facilities
- Shops
- Hotels and restaurants
- Schools
- Leisure facilities
- Administrations, etc.

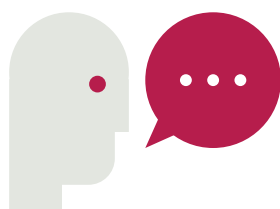
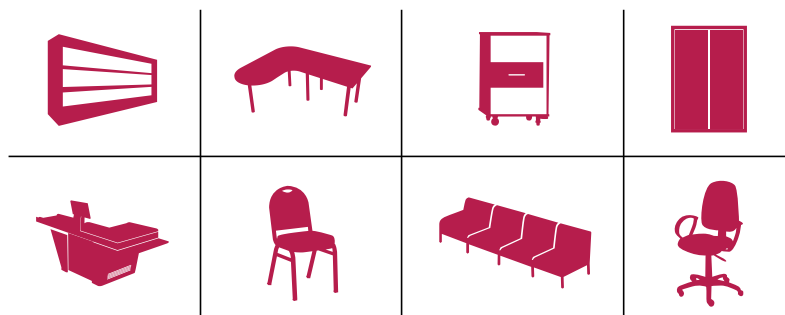
C. What kind of furniture is processed by Valdelia?

• Any type of furniture, whatever material it is made from: workstations, seats, tables, cabinets, outfitting furniture, etc.

• **May be in good condition or broken, but must be COMPLETE.**

• **No limit on quantities.**

• **From all types of environment:** industrial site, logistics site, town and village centres, business districts, etc.



For more details...

For more details...

To find out about the types of furniture concerned, consult pages 11 and 12 of this guide.



6. Our service

D. Practical information about recycling



To organize the disposal of your furniture, visit www.valdelia.org



6. Our service

E. Voluntary Drop-off Points and Voluntary Collection Centres



Did you know?

Voluntary Drop-off Points are by nature open to all professionals provided they meet the disposal threshold (less than 2.4 t or 20m³).

Voluntary Collection Centres are facilities belonging to a company offering collection or recovery services for professional furniture waste from holders.

Voluntary Collection Centres accept only furniture waste originating from their own business. By nature, they are not open to professional holders wishing to dispose of their furniture waste.



Any holder of furniture **waste**



Voluntary Drop-off Point

Any entity adhering to Valdelia specifications may become a drop-off point.



«**Reverse**» systems



Voluntary Collection Centre

Any company which has implemented a reverse system with its clients (removal firms, treatment centres, furniture professionals, etc.) may become a Voluntary Collection Centre

Well worth knowing

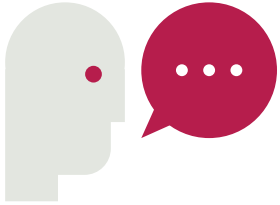
Furniture professionals that become a Voluntary Collection Centre offer an additional service to all holders in their catchment area to dispose of small quantities of furniture waste: this increases their chances of meeting new potential clients.



6. Our service

F. Collection from holder sites

For batches of furniture waste exceeding 20m³ and 2.4 t



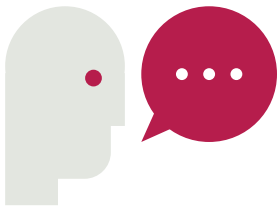
Did you know?

Different collection containers are provided by Valdélia to suit the type of site, category and quantities of professional furniture waste to be disposed of.

- ▶ The operation is coordinated and validated by Valdélia's operational teams and is the subject of a made-to-measure study.
- ▶ Collection is carried out on holder sites, in a container placed close to the holding site.
- ▶ The organization of the transfer of furniture waste from inside the buildings to the container, as well as filling the containers, is the responsibility of the holder. Valdélia sends loading and optimization instructions to the holder.

- **Valdélia assumes liability for and ownership of the professional furniture waste as soon as it is deposited in the Valdélia container by the holder.**
- To request removal of the container, holders should visit our website www.valdelia.org.
- **Important: only the holder may fill in the removal form.**

Your disposal provider, removal firm, or furniture retailer may make the request on your behalf on our website, but it is the holder who is committed to abide by the general terms and conditions of use.



Having problems filling in your request?

Please contact our operations department:
operations@valdelia.org

G. How to benefit from our service

- ▶ **Log on to** www.valdelia.org
- ▶ **Go to** «Comment recycler > votre demande»
("How to recycle > Your request")
Estimate the weight and/or volume of your used professional furniture with the help of one of our calculators. You will be automatically offered the right solution for your case.
- ▶ **Fill in the inventory** of your used furniture

Less than 2.4 t OR 20 m³:

On the map, choose the closest Voluntary Drop-off Point, and organize disposal of your used professional furniture at your expense (subsequent treatment by Valdélia is free of charge).

More than 2.4 t AND 20 m³:

Fill in the request form (both collection and treatment are provided free of charge by Valdélia).



6. Our service



Bullet Points



- ▶ All requests for removal must be made on our www.valdelia.org website
- ▶ Small quantities may be taken by you or your service provider to one of our Voluntary Drop-off Points.
- ▶ Quantities in excess of both 20m³ and 2.4 t will be dealt with by Valdelia as closely as possible to the place where they are held.



7. Appendices



Appendix 1. Eco-contribution scales for 2013/2014 and 2015

Valdelia Family	Valdelia sub-family (dominant material by mass)	2013/2014 Eco-contribution (€ex-VAT / kg)*	2015 Eco-contribution (ex-VAT / kg)**
Seating	Above 95% metal*	0,050	0,045
	Above 50% metal	0,096	0,086
	Above 50% wood	0,096	0,086
	Above 50% plastic	0,096	0,086
	Above 50% other (glass, stone, etc.) or no majority material over 50%	0,096	0,086
Storage	Above 95% metal*	0,055	0,050
	Above 50% metal	0,111	0,10
	Above 50% wood	0,111	0,10
	Above 50% plastic	0,111	0,10
	Above 50% other (glass, stone, etc.) or no majority material over 50%	0,111	0,10
Worktops and counters	Above 95% metal*	0,046	0,042
	Above 50% metal	0,098	0,088
	Above 50% wood	0,098	0,088
	Above 50% plastic	0,098	0,088
	Above 50% other (glass, stone, etc.) or no majority material over 50%	0,098	0,088
Other	Above 95% metal*	0,061	0,055
	Above 50% metal	0,123	0,110
	Above 50% wood	0,123	0,110
	Above 50% plastic	0,123	0,110
	Above 50% other (glass, stone, etc.) or no majority material over 50%	0,123	0,110

* For implementation on invoices dated later than July 1st, 2014

In the case of a product without any majority material above 50%, the product must be classified in the sub-family "other above 50% or no majority material above 50%".

* Eco-contribution in force until December 2014

** Eco-contribution applicable as of January 1st, 2015

Seating: all professional furniture for seating purposes.

Worktops and counters: comprises desk and table components and other particular surfaces such as writing boards, etc.

Storage: comprises cabinets, chests, trolleys and side tables.

Other: comprised mainly of bedding components (except for category 4 bedding) and other furniture that is not part of any of the three main Valdelia families (fitting room, polling booth, etc.).

This 'other products' family is very small.



Appendix 2. Professional furniture waste pathway glossary

Ademe :

French Environment and Energy Management Agency (Agence de l'environnement et de la maîtrise de l'énergie). A public industrial and commercial agency overseen jointly by the Ministry for the Ecology, Sustainable Development and Energy and the Ministry for Higher Education and Research. ADEME is involved in the implementation of public policy in the fields of the environment, energy and sustainable development. The agency provides expertise and consultancy services for businesses, local authorities, public bodies and the general public to allow them to make progress with their environmental initiatives. It also helps with project funding, from research through to implementation, in its fields of intervention.

Member:

Marketer of furniture bound by contract to the eco-organization.

Furniture waste categories:

As defined in the decree, managed by Valdelia:

- Category 01 – lounge/living room/dining room furniture
- Category 02 – occasional furniture
- Category 03 – bedroom furniture
- Category 05 – office furniture
- Category 06 – kitchen furniture
- Category 07 – bathroom furniture
- Category 08 – garden furniture
- Category 09 – seating
- Category 10 – technical, commercial and facilities furniture.

Holder:

Any professional in possession of professional furniture waste (service and industrial companies, local government, hospitals, cafes, hotels, restaurants, shops, etc.).

Eco-contribution:

An amount paid by the marketer to the eco-organization and passed on, unchanged and in full, to the end consumer.

Manufacturer:

Manufactures in France.

VALDELIA families:

Furniture waste is classified into four families > seating; worktops and counters; storage; other (including bedding but excluding mattresses and bed supports). All unidentified furniture is to be classified in the "other" family.

Functions (as understood in the decree):

- Seating: corresponds to all professional furniture enabling seating.
- Worktops and counters: comprises desk and table components and other particular surfaces such as writing boards.
- Storage: comprises cabinets, chests, trolleys and side tables,
- Other: comprised mainly of bedding components and a few specific products which are not part of any of the three major categories, such as fitting rooms and polling booths.

Importer:

Sells foreign products.

Introducer:

Purchases foreign products for its own consumption.



Appendix 2. Professional furniture waste pathway glossary

Majority material:

Material whose weight is more than 50% of the net material balance of the product.

Marketer:

Any person acting as a professional that manufactures, imports, assembles or introduces onto the national market for the first time furniture that is either intended for sale or transfer free of charge to the end user, irrespective of the means of transfer, or used directly within the national territory of France. In the event of this furniture being sold under the brand of a reseller or client with the brand being affixed pursuant to a contractual document, this reseller or client is deemed to be the marketer.

National register of producers:

Producers of furniture must declare the quantities of furniture released onto the national market, the quantities of furniture waste collected (in France), the quantities treated (in France and abroad) and the quantities re-used, to the Register kept by ADEME. Valdelia takes care of this declaration for its members.

Recycling:

"Any recovery operation by which waste, including organic waste, is reprocessed into substances, materials or products for the purpose of their initial use or for other purposes. Energy-from-waste operations, operations relating to the conversion of waste into fuel and backfilling operations do not qualify as recycling operations."

French Environmental Code, art. L.541.1.1 (amended by order no. 2010-1579 dated December 17, 2010)

Reclamation:

"Any operation by which substances, materials or products which have become waste are used again."

French Environmental Code, art. L.541.1.1 (amended by order no. 2010-1579 dated December 17, 2010)

Reseller with own brand:

Purchases products in France and sells them under its own brand (e.g. a retail brand).

Reverse :

A service for disposal of small quantities of professional furniture established by a seller for its client.

HS:

The Harmonized Commodity Description and Coding System, generally referred to as the "Harmonized System" or simply "HS" is a multipurpose international product nomenclature developed by the World Customs Organization (WCO).

The system is used by more than 190 countries and economies as a basis for their customs tariffs and for the collection of international trade statistics. Over 98% of the merchandise in international trade is classified in the HS.

Treatment:

An operation including, in particular, depollution (in certain cases), dismantling, crushing, recovery, recycling, destruction and any other operation enabling the recovery and/or disposal of furniture waste. This also includes the related traceability operations. Treatment may be performed on one or more sites, mechanically or manually.



Appendix 3. Member registration form

FOR EXAMPLE

1. Company details	
Corporate name *	
Legal category *	
SIRET company number *	
National Identification Number	
VAT number *	
NAF code *	

2. Full address of the company	
Address line 1 *	
Address line 2	
Address line 3	
Town/city *	
Post code *	5 alphanumeric characters
Country *	
Telephone number *	10 figures which may be separated by spaces or dots with no conditions applying to the location of these separators
Fax number *	
E-mail address *	
URL	

3. Details of the membership contract signatory	
Surname *	
First name *	
Position *	
Telephone *	
Mobile *	
E-mail address *	
Date contract signed *	

4. Details of the membership contract manager	
Surname *	
First name *	
Position *	
Telephone *	
Mobile *	
E-mail address *	



Appendix 3. Member registration form

EXAMPLE (cont'd)

5. Details of the invoicing manager	
Address line 1 *	
Address line 2	
Address line 3	
Town/city *	
Post code *	
Surname *	
First name *	
Position *	
Telephone *	
Mobile *	
E-mail address *	

6. Full address of the company	
Bank *	
Account holder *	
IBAN *	
BIC *	
Country *	

7. For use by VALDELIA	
Documents supplied	
Signed membership contract *	
Kbis or other company registration certificate *	
Full bank details *	
Validation of VAT number *	
Solvency check	
Approved on	
Membership date *	YYYYMMDD
Member number	
Contract number	
Declaration procedures	
Terms of payment	

* Mandatory fields



Appendix 4. Valdelia extranet user guide

MEMBER PRODUCERS HOMEPAGE

1. Member login



To access their interface, members must:

- ▶ Go to the www.valdelia.org website

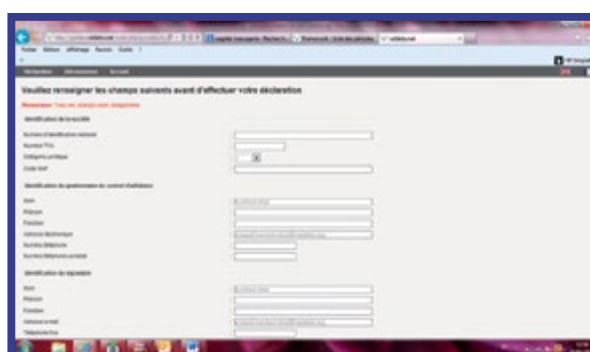


- ▶ Go to the « Les adhérents » (“Members”) tab.
- ▶ Log on to the member space using your member number VALXXXXX.



- ▶ Log in using the login and password sent by e-mail; you can then view previously submitted declarations and current campaigns.

2. Additional form



- ▶ **When making your first declaration**, you will have to fill in information relating to your company's accounting data. You will be asked all of these questions the first time you log on to your member space.

3. Declaration space

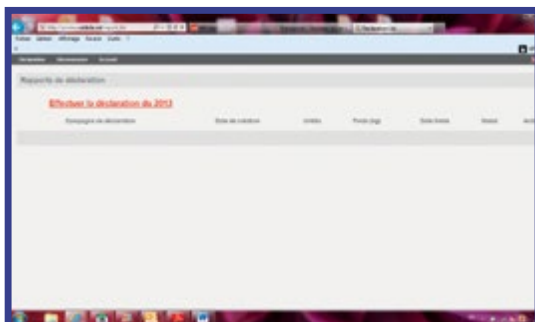
This space lists the declarations made and allows you to do the following:

- ▶ Access the current campaign
- ▶ View and print previous declarations



Appendix 4. Valdelia extranet user guide

MARKET RELEASE DECLARATIONS...



The current campaign is shown in red.
Click on it to access. Previous declarations are accessible by clicking the «éditer» ("edit") button.

Declarations are made by downloading a predefined Excel file containing each member's market release data. Information must be supplied using the file format (.xls) and template provided, as in the example.

Format of Excel file to be downloaded



Template Appendix 5

File contents*

« DECLARATION AUTOMATIQUE » ("AUTOMATIC DECLARATION") TAB
This contains the declaration sheet (see appendix 5) itself, with all the data for each item of equipment:

Member login

- ▶ Member number
(number only, without the VAL prefix)
- ▶ Company name

- ▶ SIRET company number
- ▶ Contract manager's name
- ▶ e-mail address

Market release data

- ▶ Producer's status (see appendix 2)
 - Manufacturer
 - Importer
 - Introducer
 - Reseller under own brand
- ▶ Equipment status
 - PRO (all lines)
- ▶ Organization
 - Valdelia (all lines)
- ▶ Product category as defined in the decree (see page 11)
 - Cat01
 - Cat02
 - Cat03
 - Cat05
 - Cat06
 - Cat07
 - Cat08
 - Cat09
 - Cat10
- ▶ Product function as defined in the decree (see page 46)
 - Seating
 - Storage
 - Worktop or counter
 - Bedding

* the file format must be adhered to

- ▶ Exhaustive examples of HS codes (see pages 47-48),

- | | | |
|----------|----------|-----------|
| • 140100 | • 700600 | • 940290 |
| • 440700 | • 700700 | • 940310 |
| • 440800 | • 702000 | • 940320 |
| • 440900 | • 830100 | • 940330 |
| • 441000 | • 830200 | • 940340 |
| • 441100 | • 940130 | • 940350 |
| • 441200 | • 940140 | • 940360 |
| • 442000 | • 940151 | • 940370 |
| • 442100 | • 940159 | • 940381 |
| • 450300 | • 940161 | • 940389 |
| • 450400 | • 940169 | • 940390 |
| • 460200 | • 940171 | • 940410* |
| • 482300 | • 940179 | • 940421* |
| • 630400 | • 940180 | • 940429* |
| • 680200 | • 940190 | • 940490 |
| • 680300 | • 940210 | • 961000 |

* Valdelia does not deal with mattresses or mattress supports

- ▶ Majority material of the product (see page 49)
 - 50% of net weight
 - 00 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09
 - 10 • 11 • 12

- ▶ Majority material of the product (see page 49)
 - > à 95% métallique du poids net
 - 13

By special dispensation for 2014, code 00 may be used for all lines.

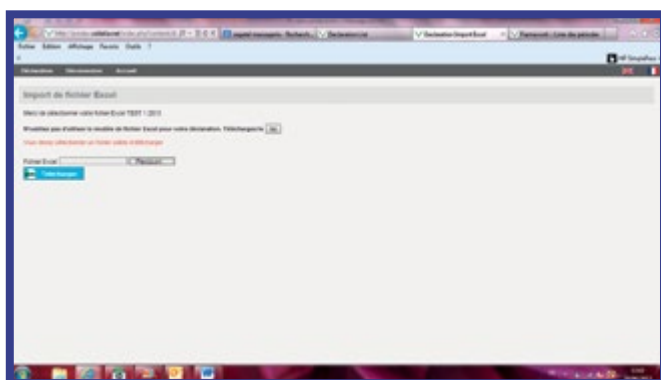


Appendix 4. Valdelia extranet user guide

MARKET RELEASE DECLARATIONS...

- ▶ Total units sold (must also include equipment given, transferred, rented, etc.)
- ▶ Unit weight (positive integer, kg net), corresponding to the weight of the equipment, without packaging.
- ▶ Eco-design product content
 - Unit weight • Total unitsEco-design has not yet been included in the management of furniture, so "0" must be entered in the weight and unit data for 2014.
- ▶ Valdelia family
 - Seating
 - Storage
 - Worktop or counter
 - Other

Procedure



1

Download the template, if necessary, from the declaration interface. **THE CHART MUST STAY IN THE SAME FORMAT AS THE ONE PROVIDED.**

2

2 Complete the table with your company data, replacing the data provided in the example.

3

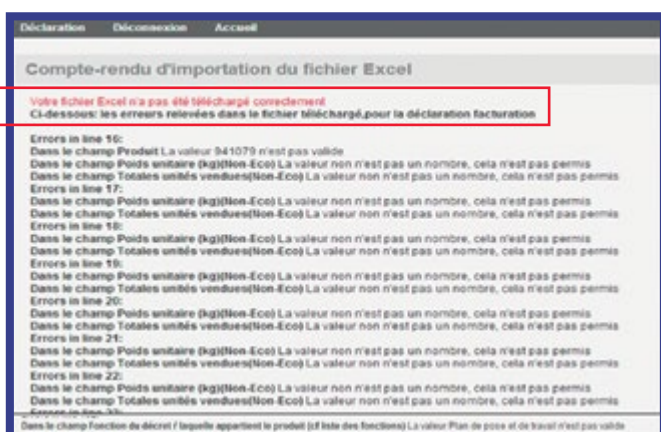
3 Save it onto your computer, in Excel 97-2003 format (.xls), and close the file.

4

Upload it onto the interface.

• The system checks that the data submitted are coherent.

• If the file contains any errors*, the system shows the lines and errors identified. In this case, the file must be corrected, saved and uploaded again.
NB: figures must be entered in cells for which numerical data is required.

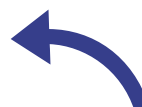


Appendix 4. Valdelia extranet user guide

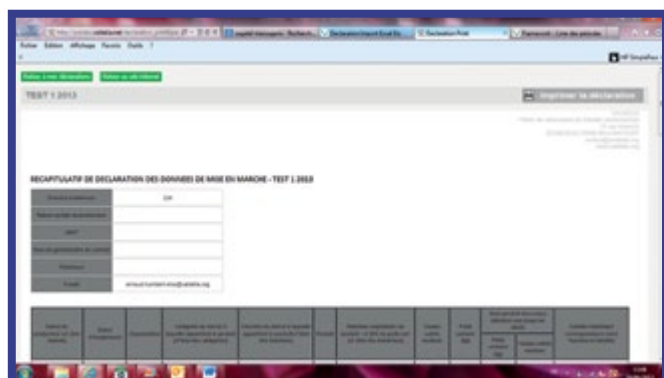
...MARKET RELEASE DECLARATIONS



DATE	QUANTITE	PRIX	...
2013-01-01	1000	1000	...
2013-01-02	2000	2000	...
2013-01-03	3000	3000	...
2013-01-04	4000	4000	...
2013-01-05	5000	5000	...
2013-01-06	6000	6000	...
2013-01-07	7000	7000	...
2013-01-08	8000	8000	...
2013-01-09	9000	9000	...
2013-01-10	10000	10000	...



- If the file has been correctly filled in, a confirmation message is displayed on the declaration page.



NOM	ADRESSE	CONTACT
...

- Once the upload has been validated, a printable summary of your declaration appears.

Late market release declarations

To make late declarations, a request must be e-mailed to Valdelia at contact@valdelia.org, specifying the campaign(s) in question.

Once a file has been properly submitted, Valdelia can do the following:

- draw up future invoices
- make the member's declarations to the national register of producers.

Validated declarations may be consulted on the page listing the declaration campaigns.

These can be printed off.



Appendix 4. Valdelia extranet user guide

PRODUCT DESCRIPTION

Decree category	Description
Cat01	Lounge / living room / dining room furniture
Cat02	Occasional furniture
Cat03	Bedroom furniture (except mattress supports and mattresses)
Cat04	Bedding – Not covered by Valdelia
Cat05	Office furniture
Cat06	Kitchen furniture
Cat07	Bathroom furniture
Cat08	Garden furniture
Cat09	Seating
Cat10	Technical furniture

Decree function	Description	Valdelia families
Seating	Seats, chairs, armchairs, sofas, etc.	Seating
Storage	Cabinets, chests, shelves, etc.	Storage
Worktops and counters	Desk, table, reception desk, etc.	Worktops and counters
Bedding	Bedding items except mattresses and mattress supports	Other (except mattresses and mattress supports)

Majority material	Description
00	Not specified or no majority material
01	Wood / board
02	Metal
03	Bamboo / cane
04	Osier
05	Plastic
06	Textile
07	Glass
08	Stone, slate, granite
09	Foam
10	Latex
11	Springs
12	Other materials
13	> 95% metal



Appendix 4. Valdelia extranet user guide

FULL LIST OF HS CODES + DESCRIPTIONS

140100	Vegetable materials of a kind used primarily for plaiting (for example, bamboos, rattans, reeds, rushes, osiers, raffia, cleaned, bleached or dyed cereal straw, and lime bark, for example).
440700	Wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded or end-jointed, of a thickness exceeding 6 mm.
440800	Sheets for veneering (including those obtained by slicing laminated wood), for plywood or for similar laminated wood and other wood, sawn lengthwise, sliced or peeled, whether or not planed, sanded, spliced or end-jointed, of a thickness not exceeding 6 mm.
440900	Wood (including strips and friezes for parquet flooring, not assembled) continuously shaped (tongued, grooved, re-bated, chamfered, V-jointed, molded, rounded or the like) along any of its edges, ends or faces, whether or not planed, sanded or end-jointed.
441000	Particle board, oriented strand board (OSB) and similar board (for example, waferboard) of wood or other ligneous materials, whether or not agglomerated with resins or other organic binding substances.
441100	Fiberboard of wood or other ligneous materials, whether or not bonded with resins or other organic substances.
441200	Plywood, veneered panels and similar laminated wood.
442000	Wood marquetry and inlaid wood; caskets and cases for jewelry or cutlery and similar articles, of wood; statuettes and other ornaments, of wood; wooden articles of furniture not falling within chapter 94
442100	Other articles of wood
450300	Articles of natural cork
450400	Articles of agglomerated cork
460200	Basketwork articles, made directly to shape from plaiting materials or made up from articles of heading 4601; articles of loofah.
482300	Other articles of paper, paperboard, cellulose wadding, etc.
630400	Other furnishing articles, excluding those of heading 9404
680200	Worked monumental or building stone (except slate) and articles thereof, other than goods of heading 68.01; mosaic cubes and the like, of natural stone (including slate), whether or not on a backing; artificially colored granules, chippings and powder, of natural stone (including slate).
680300	Worked slate and articles of slate or of agglomerated slate
700600	Glass of heading 70.03, 70.04 or 70.05, bent, edge-worked, engraved, drilled, enameled or otherwise worked, but not framed or fitted with other materials.
700700	Safety glass, consisting of toughened (tempered) or laminated glass.
702000	Other articles of glass
830100	Padlocks and locks (key, combination or electrically operated), of base metal; clasps and frames with clasps, incorporating locks, of base metal; keys of any of the foregoing articles, of base metal.



Appendix 4. Valdelia extranet user guide

FULL LIST OF HS CODES + DESCRIPTIONS

830200	Base metal mountings, fittings and similar articles suitable for furniture, doors, staircases, windows, blinds, coachwork, saddlery, trunks, chests, caskets or the like; base metal hat racks, hat-pegs, brackets and similar fixtures; castors with mountings of base metal; automatic door closers of base metal.
940130	Swivel seats with variable height adjustment.
940140	Seats other than garden seats or camping equipment, convertible into beds.
940151	Seats of cane, osier, bamboo or similar materials: of bamboo or rattan.
940159	Seats of cane, osier, bamboo or similar materials: other.
940161	Other seats, with wooden frames: upholstered.
940169	Other seats, with wooden frames: other.
940171	Other seats, with metal frames: upholstered.
940179	Other seats, with metal frames: other.
940180	Other seats.
940190	Parts.
940210	Dentists', barbers' or similar chairs and parts thereof.
940290	Other.
940310	Metal furniture of a kind used in offices.
940320	Other metal furniture.
940330	Wooden furniture of a kind used in offices.
940340	Wooden furniture of a kind used in the kitchen.
940350	Wooden furniture of a kind used in the bedroom.
940360	Other wooden furniture.
940370	Furniture of plastics.
940381	Furniture of other materials, including cane, osier, bamboo or similar materials: of bamboo or rattan.
940389	Furniture of other materials, including cane, osier, bamboo or similar materials: other.
940390	Parts.
940410*	Mattress supports.
940421*	Mattresses: of cellular rubber or plastics, whether or not covered.
940429*	Mattresses: of other materials.
940490	Other materials: other.
961000	Slates and boards, with writing or drawing surfaces.

*Valdelia does not deal with mattresses or mattress supports.



Appendix 5. Member declaration sheet

EXAMPLE

Information must be supplied using the file format (xls) and template provided, as in the example.
NB: do not merge the cells; leave the figure as shown in the example.

Member number	1966	
Producer company name	Solid Furniture	
SIRET company number	3E+13	
Contract manager's name	Mr Table	
Telephone	90909090	
E-mail	jean.table@solidfurniture.com	

Producer's status (cf. status list)	Equipment status	Organisation	Product category as defined in decree (cf. category list)	Product function as defined in decree (cf. function list)	Product	Majority material of the product (over 50% of net weight) (cf. materials list)	Total units sold	Unit weight kg	eco-design product content (declare "none" until 2014)		Valdelia family (cf. function/family chart)
									unit weight, kg	total units sold	
Manufacturer	PRO	VALDELIA	Cat10	Storage	940320	02	200	56,1	0	0	Storage
Manufacturer	PRO	VALDELIA	Cat10	Storage	940330	01	34	45,23	0	0	Storage
Manufacturer	PRO	VALDELIA	Cat10	Storage	940370	05	1234	83,123	0	0	Storage
Manufacturer	PRO	VALDELIA	Cat10	Storage	940320	13	345	2,234	0	0	Storage
Manufacturer	PRO	VALDELIA	Cat09	Seating	940130	05	622	10,234	0	0	Seating
Manufacturer	PRO	VALDELIA	Cat09	Seating	940161	01	900	5,2	0	0	Seating
Manufacturer	PRO	VALDELIA	Cat09	Seating	940326	08	676	29,678	0	0	Seating
Manufacturer	PRO	VALDELIA	Cat09	Seating	940171	02	467	21,1	0	0	Seating
Manufacturer	PRO	VALDELIA	Cat05	Counters/Worktops	940389	01	543	66,1	0	0	Counters/Worktops
Manufacturer	PRO	VALDELIA	Cat05	Counters/Worktops	940330	01	234	34,234	0	0	Counters/Worktops
Manufacturer	PRO	VALDELIA	Cat05	Counters/Worktops	940320	13	456	120,1	0	0	Counters/Worktops

8. FAQ



MARKETERS FAQ

- ▶ **I import professional furniture from abroad; am I deemed to be a marketer?**
Yes: you are an importer / introducer for the purposes of the law. You must become a member of Valdelia and invoice the eco-contribution corresponding to the products released onto the market to the user of the product (see Valdelia chart).
- ▶ **I manufacture most of my products but I also have a trading business; am I deemed to be a marketer of the products I distribute?**
If you distribute them under your brand, yes.
If you distribute them using the manufacturer's brand, no. In this case you must pass on the eco-contribution invoiced by the manufacturer, unchanged and in full on the user invoice. These products do not feature in your market release figures.
- ▶ **I assemble parts to make a product; am I deemed to be a marketer?**
Yes, you are a producer for the purposes of the law. You must apply an eco-contribution to the assembled product (rather than to each part).
- ▶ **I am a user purchasing furniture directly from a foreign manufacturer; am I deemed to be a marketer?**
Yes: foreign manufacturers without a sales company registered in France are not liable for the eco-contribution. In the case of direct sales to a user, the user is deemed to be the marketer. They must become a member of Valdelia for the market releases corresponding to their purchases. The user's obligations as a marketer are identical to those of manufacturers (declarations, payment of the eco-contribution, etc.).
- ▶ **I purchase tailor-made POS advertising with the logo or brand on it; am I deemed to be a marketer?**
Yes, you are deemed to be an introducer; whether you purchase it in France or abroad, it is you who performs the market release..
- ▶ **I sell professional furniture components for assembly (e.g.: bases, table tops, etc.); am I deemed to be a marketer?**
In the case of the sale of furniture components to a professional, you are not a marketer; the assembler performs the market release. In the case of a sale to the end user, you are a marketer.
- ▶ **We are a company that has purchased furniture abroad since May 1, 2013 without an eco-contribution; what should we do?**
To regularize your situation, you must become a member of Valdelia and declare all the furniture you have purchased without an eco-contribution since May 1, 2013.



MEMBERSHIPFAQ

► I haven't yet become a member; what should I do?

Visit our www.valdelia.org website and go to the « les adhérents > j'adhère à VALDELIA » ("members > become a member of VALDELIA") tab.

You will then receive an e-mail with all the documents to set up eco-contributions and declarations.

You will have to send us 2 copies of the signed contract; you will then receive a copy of the contract, a membership certificate with your member number and user name and password to access your member space on the site.

► Is there a membership fee?

No, membership is free; Valdelia is funded by the eco-contribution.

MARKET RELEASE DECLARATIONFAQ

► I have just become a member and have a lot of late declarations to make. What should I do to regularize my situation?

You must send a declaration for 2013 from May 1 to December 31, followed by quarterly declarations for 2014.

► I've made a mistake on my declaration; what should I do?

If the mistake is significant you must e-mail us a new declaration sheet. Otherwise you can adjust it on the following declaration by adding a line with negative quantities.

► I am a manufacturer of parts (cut to measure table tops, bases, hardware accessories such as hinges, etc.) and I only sell sets consisting of hundreds of parts; how should I make my declaration?

In this case, the declaration unit is the entire set. For example: 100 kg of hinges. Unit: 1; Weight: 100kg. The eco-contribution is for the entire set sold.

ECO-CONTRIBUTIONFAQ

► Can I pay the eco-contribution in the place of the client?

No, the law strictly prohibits any form of reduction, discount or cancellation of the eco-contribution; it must feature on the sales invoice.

► In the case of after-sales service involving the replacement of a defective product by a new product, must I invoice the client the eco-contribution when providing the new product?

If the eco-contribution is not invoiced to the user, Valdelia asks its members to declare the replacement product on the market release declaration and pay the eco-contribution due to Valdelia.

► I am a manufacturer of parts (cut to measure table tops, bases, hardware accessories such as hinges, etc.); should I invoice the eco-contribution?

Yes, if the sale is made directly to the end user.

For example: for the sale of cut to measure table tops through a professional distribution channel, the eco-contribution must be displayed and passed on.

No, if the sale is on behalf of another manufacturer or assembler who integrates the components to make their own products. In this case, this assembler is deemed to be the marketer and must display and invoice the eco-contribution.

No, if the part is a replacement covered by after-sales service. Cf. the previous paragraph.



- ▶ **If there is a change in eco-contribution scales (e.g. scale N in December at the time the manufacturer invoices the distributor and scale N+1 in February at the time the distributor sells to the user), which scale should the distributor use when passing on the contribution to their client?**

The principle to be adhered to is that of passing on the amount unchanged and in full: therefore, the initial scale, in force at the time of invoicing, applies.

- ▶ **I am a professional outfitter; what VAT rate should I apply to the eco-contribution for products sold for renovation work?**

The applicable VAT rate is the same as that applied to the service concerned.

- ▶ **I sell exported products; should I apply the eco-contribution to these products?**

No, market release declarations and the eco-contribution apply only to products marketed in France.

- ▶ **Should a furniture product with electrical components attract an eco-contribution for both “waste electrical and electronic equipment (WEEE)” and “furniture waste”?**

Yes: if the electrical and electronic component of the product is easily separable and replaceable, the product is deemed to be furniture AND electrical and electronic equipment.

It will therefore be subject to an eco-contribution payable to the furniture waste eco-organization for its furniture aspect, and to a WEEE eco-organization for its electrical and electronic component.

Practically speaking, the used product will be collected by the furniture waste eco-organization, which must pass on its WEEE component to the eco-organization concerned.

If the electrical and electronic part of the product is not easily separable:

- if the product is covered by the scope of the WEEE Directive of January 27, 2003, the product should be deemed to constitute electrical and electronic equipment.
- if it is not covered by the scope of this WEEE directive, the product should be deemed to be furniture.

VALDELIA SERVICEFAQ

- ▶ **Do I have to become a member to benefit from Valdelia services?**

No, you only need to become a member if you are a marketer.

To use the service, visit our www.valdelia.org website and go to the « Comment recycler > nos solutions » (“How to recycle > our solutions”) section.

- ▶ **I would like to become a Voluntary Collection Centre; what should I do?**

Send a request to contact@valdelia.org and you will receive a guide, a form to fill in and our general terms and conditions of use.

- ▶ **My client has agreed to benefit from the service, but does not want to deal with it; what should I do?**

You can make the request for them on the Valdelia website, but they will have to accept our general terms and conditions of use..



► **I have some used furniture to get rid of; can I go to a Voluntary Drop-off Point?**

Yes, our Voluntary Drop-off Points are there for that. You can go whenever you want during opening hours. No paperwork is necessary.

► **I have more than 2.4 t of waste to remove from a client's site; can I bring this directly to one of your sites?**

Yes, but you must first make a request on www.valdelia.org

► **When I use the Valdelia service, will I have to pay anything?**

No, the service is pre-paid by the eco-contribution.

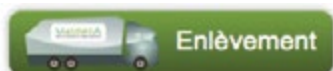
► **How can I ask for used furniture to be removed?**

Visit www.valdelia.org and go to the « Comment recycler > votre demande » ("How to recycle > Your request") section.

You will first need to draw up an inventory of the waste to be removed by selecting the relevant 'universe'. E.g. for removal from a school, click « scolaire » ("school"), for removal from office buildings, click « bureau » ("office"); the « multi-univers » ("all universes") button covers all universes.

• **If your consignment to be removed weighs more than 2.4 tonnes AND is more than 20 m³ in volume** (both conditions met), you will be offered free collection of the waste.

The « Enlèvement » ("removal") button will be displayed:



Click on it to display the request form, to be completed in full: details of the operational contact (e.g. removal firm); details of the waste holder – this must include the address to be removed from; logistics considerations; removal date; and its opening hours.

You may also make a gift to a third sector organization by clicking the dedicated button.

The properly completed form will be automatically sent to us and be dealt with speedily. Removal requests can be scheduled 2 working days ahead of the set date if the request is made before noon (depending on the quantity to be removed).

• **If your consignment is less than 2.4 tonnes OR 20 m³**, you must drop off your waste at a Voluntary Drop-off Point close to your company, with no appointment necessary: your waste is dealt with free of charge at the Voluntary Drop-off Points.

A « trouver votre PAV » ("find your Voluntary Drop-off Point") button will be displayed:



Click on it to view the list of Voluntary Drop-off Points and opening hours.

► **Do I need to become a member or sign a contract with Valdelia to benefit from the used furniture removal service?**

No, the Valdelia service is easy to use: to benefit from it, simply make a request on our website: www.valdelia.org. The service is free of charge and no contract is required.



► **How long does it take to arrange removal?**

For total volumes of less than 120 m³, removal requests may be scheduled up to 2 working days before the set date, if the request is made before noon.

Above 120 m³, at least one week will be necessary (depending on the volume).

► **Can I cancel a request in progress?**

Any request to cancel or alter a request must be sent by e-mail to operations@valdelia.org, at least 2 days prior to the original collection date.

► **Who can make a request?**

Any holder of professional furniture waste. Removal firms, facilities management services, etc. ("operational contacts") may also make a request on behalf of a holder. In this case, the details of the holder must be provided.

Failing this, the request will not be taken into account.

► **Who has to load the container (skip, truck, etc.) provided by Valdelia?**

Valdelia does not load the furniture waste into the containers and does not handle it prior to loading (cleaning, etc.); these tasks are the responsibility of the holder.

► **Do I need to carry out any administrative procedures for placing the skip?**

If a container is placed on the public highway or a vehicle is parked there, you must carry out the administrative procedures with the competent authorities to request permission to place a skip (<http://vosdroits.service-public.fr>).

► **Do I need to purchase new furniture and pay an eco-contribution to benefit from the used furniture removal service?**

No, you don't need to pay the eco-contribution to use the Valdelia service: it is available without distinction for all professional furniture waste including "historic" waste.

► **Which waste is collected by Valdelia?**

The waste handled by Valdelia is professional furniture waste only (except bed supports and mattresses). It may be broken, but must be complete.

The following is prohibited: electrical and electronic equipment waste (refrigerators, monitors, air conditioning systems, etc.), archives, cardboard, pallets, green waste, gas bottles, extinguishers, etc.

In the event of any breach, Valdelia may apply penalties to the holder (cf. Valdelia service general terms and conditions of use).

Professional furniture waste that is deemed to be hazardous (containing asbestos, presenting a biological risk, etc.) will be handled and treated in such a way as to ensure the full protection of individuals and environmental safety: it is the holder's responsibility to inform Valdelia beforehand.



► **I would like to get rid of my waste at a Voluntary Drop-off Point; which documents do I need to produce?**

No documents are required from you at Voluntary Drop-off Points. Simply say that you are bringing waste for Valdelia, and keep to the site opening hours (see our website).

In return, the Voluntary Drop-off Point will give you a drop-off point slip stating that your waste has been accepted.

► **Where can Valdelia intervene?**

Valdelia intervenes throughout France, including overseas departments, regions and collectivities.

► **Once my waste has been removed and treated, can I get a recycling certificate?**

Valdelia can issue you with a certificate of receipt on request.

In accordance with the arrangements for the organization of EPR (extended producer responsibility) industries, WTCs (waste tracking certificates) are issued in the name of Valdelia.

► **What sort of containers do you have to perform collection?**

Valdelia adjusts its resources depending on the holder's needs: one or more 30 m³ skips with the possibility of rotation, trucks with tail lifts, etc. Please note that trucks with tail lifts may remain static for 2 hours maximum.

► **Some of the furniture I want to get rid of is still in good condition; can it be reclaimed?**

Yes, when you fill in your collection request on www.valdelia.org, you can tick «don de votre mobilier usagé» ("Gift of used furniture").

Your furniture may be reclaimed by third sector organizations approved by Valdelia.

Please note that a period of 3 weeks is necessary to organize this (meeting charities, labelling, etc.).

Third sector organizations do not clean premises as part of the operations organized by Valdelia.

► **I have reached the threshold of 2.4 tonnes AND 20 m³ by combining waste from a number of firms; can you organize a collection round?**

No: collection is from one point only.

► **I have a large volume of waste (more than 2.4 tonnes AND 20 m³); can I bring the waste directly to a Valdelia site?**

Yes: you can make a direct delivery to a Valdelia service provider's site.

To do so, specify this on the request form, by ticking "can make a direct delivery to a Valdelia centre".

Valdelia will put you in contact with the site.

Direct deliveries which have not been registered on our website beforehand will be rejected.



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