Materials Matter™

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MATERIALS MATTER
STANDARD

MATERIALS MATTER SELF-ASSESSMENT FOR CERTIFIED ORGANIZATIONS

USER GUIDANCE

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About the document

TE-MM-GUI-132 Materials Matter Self-Assessment for Certified Organizations User Guidance provides guidance for certified organizations that use *TE-MM-TEM-119 Materials Matter Standard Self-Assessment Tool*. The self-assessment tool has been designed as a free, comprehensive, and voluntary template for certified organizations conducting self-assessments to *Materials Matter Standard.* This tool is designed to help certified organizations self-monitor, evaluate their processes, identify areas for improvement; and is not a substitute for the Materials Matter Standard or any Textile Exchange Standard.

Document references

Textile Exchange provides additional policies, guidance documents, and templates to support the implementation of this document. All documents relevant to the standards system are available at the Textile Exchange Knowledge Center. The latest version (or code) of referenced documents, including any amendments (for example, calibrations), applies.

The following documents are integral to understanding and implementing this document. This list is for reference only and is a non-exhaustive list:

1.	*TE-MM-TEM-119 Self-Assessment Tool for Certified Organizations* (TE-MM-TEM-119)
2.	*TE-MM-STN-101 Materials Matter Standard* (*Materials Matter Standard*, or simply "the Standard")

Document definitions

Refer to the Textile Exchange Glossary for definitions of terms used in this document.

NOTE: *TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents* will no longer be updated and will become obsolete (i.e., retired) on the mandatory implementation date of the *Materials Matter Standard*. Until that date, TE-101 may still be referenced, however, the Textile Exchange Glossary takes precedence in case of any contradiction or omission.

Document feedback

Points of clarification may be incorporated into supplementary and guidance documents prior to the next revision of this document where applicable. More substantive feedback or suggested changes will be collected and assessed as part of the next review (and if applicable, revision) of this document.

You may submit feedback to Textile Exchange's standards system at any time via this form or by sending an email to standards@textileexchange.org.

A. Document overview and scope

This guide provides information on the use of the Textile Exchange *TE-MM-GUI-119 Materials Matter Self-Assessment Tool for Certified Organizations (TE-MM-GUI-119),* including screenshots and navigational steps related to making a copy of the self-assessment template, completing the general information tab, and reading the *Materials Matter Standard* criteria tab for application and alignment purposes.

NOTE: Numbers represented in square brackets (for example, **[1]**) refer to highlighted items in the images provided as screenshots.

A1. Downloading a copy of the self-assessment tool

To download a copy of the self-assessment tool for use, follow these steps:

1. Go to the Textile Exchange website (https://textileexchange.org/).
2. Download a copy of the self-assessment tool from the Textile Exchange Knowledge Center.

Users will complete the general tab of this tool to auto-populate the criteria tab.

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B. Overview of the self-assessment tool

The self-assessment tool contains four tabs: The **TE-MM-TEM-119 tab**, which contains document information, the **Introduction** tab, the **General** tab, and the **MMS criteria** tab. Users will populate the fields on the **General** tab, and the tool will automatically fill in the relevant and necessary criteria on the **MMS criteria** tab.

Follow the steps below to fill out the general tab and populate the self-assessment tool's MMS criteria tab:

1. Open the self-assessment tool and navigate to the **General** tab.
2. Populate the fields of the **General** tab (for example, Certified organization name, Certified organization type, Materials, etc.).
3. In column R on row 45, select the relevant size category and certification activities from the drop-down menu.
4. Completing these steps will auto-populate the relevant and necessary criteria on the **MMS criteria** tab, including all relevant criteria, intent and clarification, and applicability.
5. Review the **MMS criteria** tab and complete the optional fields and conformity dropdowns to map out actionable next steps.

On the **General** tab, users can enter the certified organization information, including Name, Material(s), TE-ID, Address and Site information, as shown in Figures 1 and 2. Several fields relate to the eligible certification options by organization type, material(s), activities, and size. Once the data is entered, the tool populates the applicable *Materials Matter Standard* criteria in the **MMS criteria** tab.

For a detailed description of applicability in the standard, refer to the *Materials Matter Standard* introduction, section B. How to understand the document. Definitions are also available in the Textile Exchange Glossary.

NOTE: When using some of the type-in filters (for example, country/area or state/province), suggestions will appear after three letters have been typed in the **General** tab.

B1. Certified organization information

Certified organization type [1]

This field is a drop-down menu that prompts you to select one of the following options, as shown in Figure 1:

- Group: This option can be selected for the farm group certification option. This ensures that the *Materials Matter Standard* criteria applicable to a farm group and its member farms are included in the **MMS criteria** tab.
- Farm: This option may be selected for individually certified farms.
- Facility: This option may be selected for primary processors, such as recyclers and wool scourers.

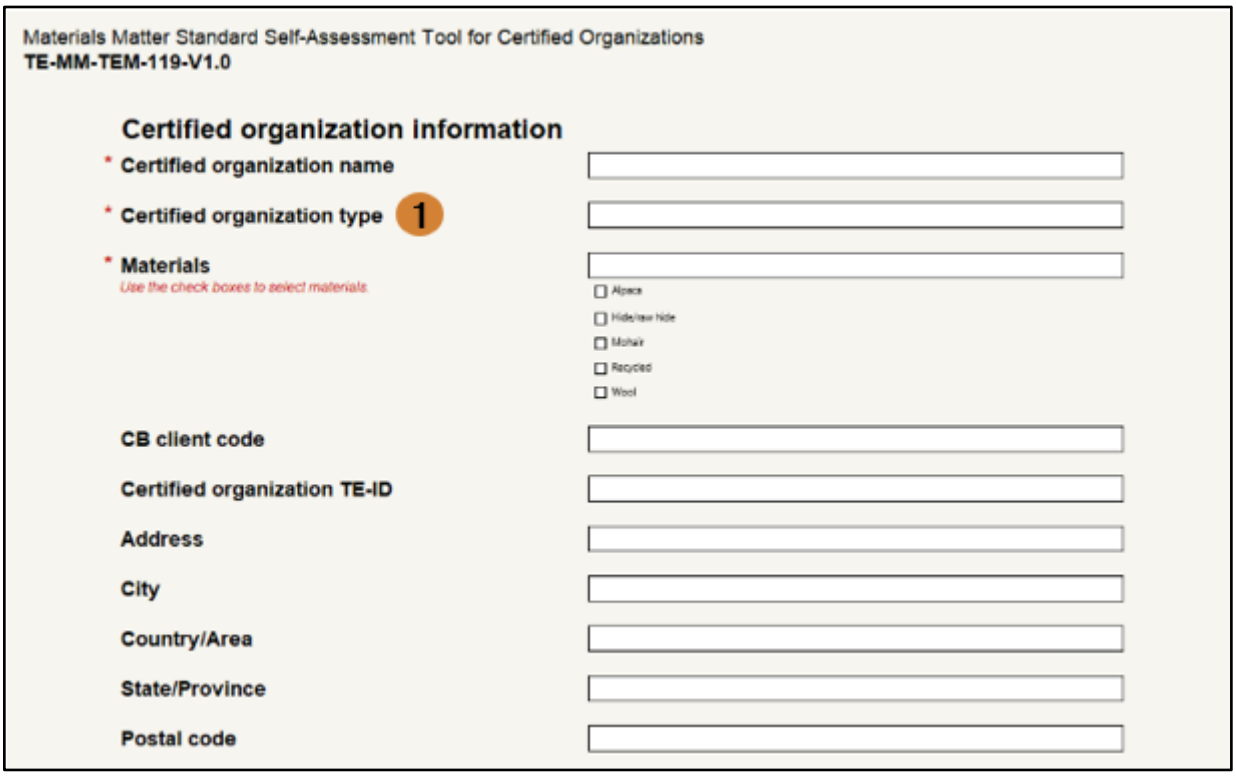

Figure 1: Certified organization information

B2. Site information

Figure 2 shows the fields to fill in to report site information. Each site can be listed in this table. The first row is reserved for the main site, which is the certified organization.

Facility type [2]

This field provides three options to choose from.

- Main site: This option is reserved for the certified organization and cannot be removed.
- Farm/farm group: Select this option if you are a farm group or an individually certified farm.
- Primary processor: Select this option if you carry out primary processing for animal or recycled materials. For example, if you are a recycler, a wool scourer, or similar.

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Size category [3]

The options in this field are crucial to populate the right selection of *Materials Matter Standard* criteria in the **MMS criteria** tab. Definitions of the terms below are available in the Textile Exchange Glossary.

For each site, select the applicable drop-down menu option:

- Small farm,
- Medium farm,
- Large farm,
- Small processing facility,
- Large processing facility, and
- Farm group.

Certification activities [4]

Finally, this field provides three options to choose from:

- Raw material production
  Example: Select this option if your site is a wool farm.
- Primary processing
  Example: Select this option if your site is a recycler or an animal fiber primary processing facility (such as a scourer or a slaughterhouse).
- No processing
  Select this option if no processing takes place at your site. For example, the main site may not carry out any processing activities.

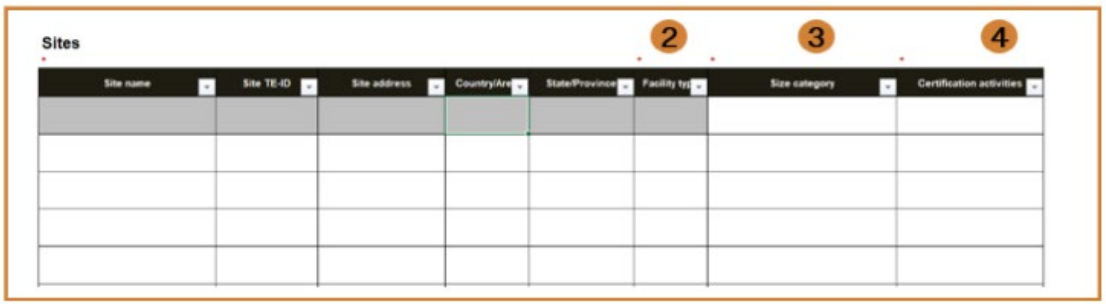

Figure 2: Site information

C. Materials Matter Standard criteria tab

C1. Criteria overview

Once the **General** tab of the self-assessment tool is complete, the **MMS criteria** tab will auto-populate all the relevant criteria based on the user's selections. This includes the principle, theme, criterion number, criteria, and intent and clarification. More information on these categories and how to interpret them is included in the *Materials Matter Standard* introduction, section B. How to understand the document.

NOTE 1: Some criteria and sub-criteria are split across multiple rows in the tool so that individual sub-items are displayed separately.

NOTE 2: Applicable for farm groups: In Principle 2, theme 2.1, applicability for farm groups differs from other themes. Please refer to Section B5 of the *Materials Matter Standard* to determine which sub-criteria apply to the group manager and which to member farms.

C2. Conformity evaluation

This section is optional and may be used to track your progress toward meeting the standard criteria by documenting your findings **[1]**, providing a description of objective evidence **[2]**, identifying the root cause of nonconformities **[3]**, defining the corrective action plan **[4]**, and tracking implementation status until closure **[5]**, as shown in Figure 3.

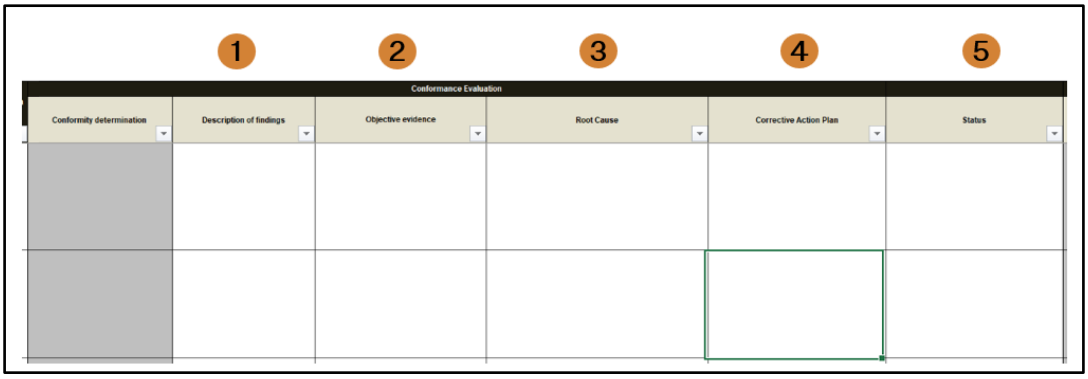

Figure 3: Conformance evaluation

NOTE: Column Q (Was this a previous nonconformity?) is optional and may be used if a nonconformity has been identified previously (either through a previous certification audit or through an earlier self-assessment). Choose Yes, No, or NA (not applicable) from the drop-down menu. Further definition of the term nonconformity is available in the Textile Exchange Glossary.

C3. Selecting conformity results per site

After the **General** tab information is completed and the applicable criteria have been generated on the **MMS criteria** tab, select the level of conformity for each criterion per site. This can be done by navigating to the far-right end of the **MMS criteria** tab, as shown in Figure 4.

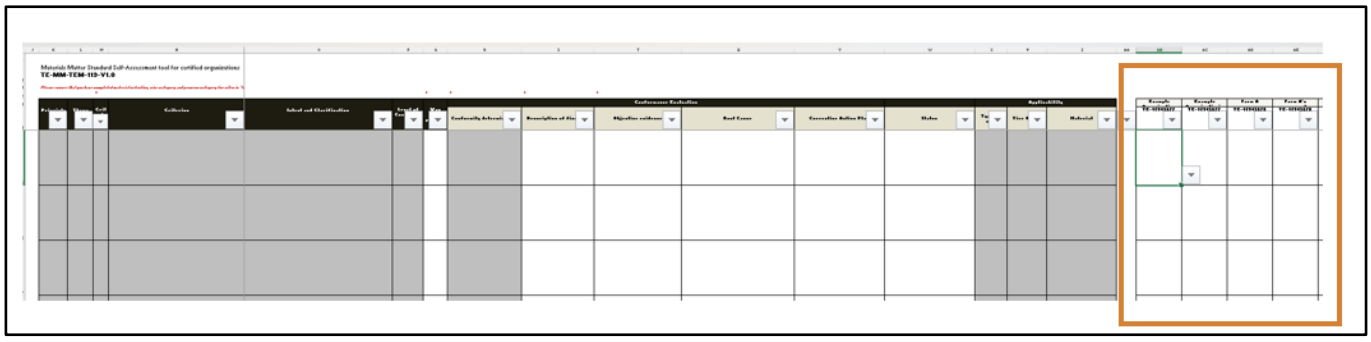

Figure 4: Conformity results selection by site

Conformity, nonconformity, and not applicable

From the drop-down menu, select one of following options, as shown in Figure 5. Definitions of conformity and nonconformity are available in the Textile Exchange Glossary:

- C: Conformity
- NC: Nonconformity
- NA: Not applicable

Once this information is entered, overall conformity determination results will be shown in column R (Conformity determination.)

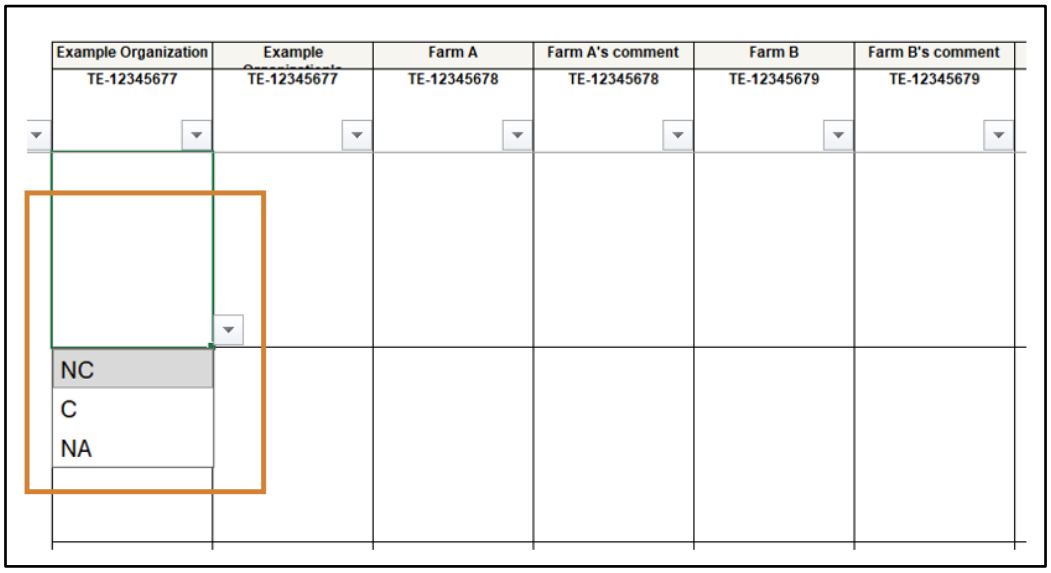

Figure 5: Conformity results selection by site