Table of Contents

Introduction............................................................................................................................................... 3
How to use this Guide .............................................................................................................................. 3
BS-1 Balance Sheet 1 - Materials Used ................................................................................................. 4
BS-2: Balance Sheet 2 - Fiber Program Uptake .................................................................................... 6
BS-3: Balance Sheet 3 - Non-Fiber Program Uptake .......................................................................... 13
BS-4: Balance Sheet 4 - Material Portfolio Uptake and Priority Status ............................................ 15
BS-5: Balance Sheet 5 - Recycled Content ......................................................................................... 18
BS-6: Balance Sheet 6 - Material Trend ............................................................................................... 20
BS-8: Balance Sheet 8 - Market Value of Sustainable Textiles Products ........................................ 22
Introduction

The Materials Balance Sheet Guide aims to explain how to enter data on the volumes of materials which your company has placed onto the market for the reporting year. This is primarily completed by answering questions in the survey section called “Materials Balance Sheet”.

The Materials Balance Sheet identifies “which materials your company sources” and how much was sourced of those materials. We use the term material as an overarching term for raw materials and their initial processing which includes both fibers which can be spun into yarn, and non-fibers that are not spun into yarn, but are otherwise transformed into textile products or product components (for example, down, leather and rubber). Your responses to “which materials does your company source” will determine the material modules available in your company's survey.

To complete the Materials Balance Sheet section of the survey, you will need to prepare your company’s uptake data for the reporting period. Uptake data, or volume-based data associated with how much material your company sourced, can be calculated at various points in the supply chain. For example, the most accurate data for your company might be at product-level using product composition data, product weights and numbers of products. Other companies may have the most accurate data at fabric-level or yarn-level.

Please use the calculation approach which is the best fit for your company and will produce the most accurate results.

For more information on best practices for completing uptake data calculations, please see the Textile Exchange Fiber Uptake Guide which was developed in collaboration with the Partnership for Sustainable Textiles in Germany and Waste and Resources Action Programme in the UK, as well as with support from the Better Cotton Initiative and the Global Organic Textile Standard.

To support your uptake calculations, we have prepared an Excel calculator for you to convert your uptake into fiber-level estimations.

How to use this Guide

Throughout this document, guidance has been provided to help you answer each question. Information has been presented in the following ways.

**What this question is looking for:** Where necessary, question specifications are provided to support your understanding of the question and what is required.

**Guidance:** details on how to complete each section of the Materials Balance Sheet (BS-1 to BS-8)

**Definitions:** Definitions or short descriptions of important themes have been provided at the end of each Balance sheet section and at the end in the Glossary.
BS-1 Balance Sheet 1 - Materials Used

BS-1-1 Which materials does your company source?

**What this question is looking for**

Please select the material types that your company used for the reporting cycle. The selection of materials used will determine the sections (“modules”) made available in the benchmark survey. Note, there is the option to complete up to two additional material modules. By selecting “Other fibers” and/or “Other non-fibers” two generic material modules will be made available. Here, you have the option to report on your sustainability efforts in other key materials important to your company e.g., linen, hemp, cashmere, silk, acrylic, etc.

In Balance Sheet 1, you need to select all material used your company sourced over the reporting period. Typically, this is January – December of the previous year. However, your company may adjust this depending on your fiscal year or buying calendar.

Please select Used if that specific material type was sourced during the reporting period. Remember to select ‘Save and Continue’ on each page to ensure the data entered has been saved.

---

### BS-1 Definitions

**Material**: A specific substance which is used to make textiles. A material is either a fiber which is transformed into yarn or a non-fiber material which is produced using other production processes. “Material” is used as an overarching term for both fiber and non-fiber materials.

**Fiber**: A material which is transformed into yarn (and typically into fabric and then finished products). In the CFMB, impacts of fibers are considered from raw material extraction and any primary processing, up to preparing the fiber for spinning.

**Non-fiber**: A material, which is not transformed into yarn, but rather, is produced using other production processes (e.g., down cleaning and drying, leather tanning, rubber production).

**Cotton**: Fiber grown as a boll around the seeds of the cotton plant, a shrub native to tropical and subtropical regions.
### BS-1 Definitions

**Wool**: Sheep wool only in the survey. Other types of wool such as cashmere, mohair and others should be reported in the module “other fibers”.

**Manmade cellulosics**: Fibers coming from cellulosic matter of plants (wood, bamboo) or reclaimed. Feedstock that is processed into a pulp, dissolved, and then re-generated into a staple or filament fiber through a chemical process. Manmade cellulosic fibers include Viscose (rayon), Modal, Lyocell, Acetate, Triacetate, and Cupro. Feedstocks include virgin wood, reclaimed feedstock like cotton linters, and waste (e.g., citrus peel, straw, cardboard) or other feedstock like flax.

**Polyester**: Fibers that are shed from clothing during production, consumer use, or end of life, and end up as pollution in the environment (OIA / EOG).

**Polyamide**: Also called polyamide, a manmade synthetic fiber “composed of linear macromolecules having in the chain recurring amide linkages at least 85% of which are joined to aliphatic or cycloaliphatic units” (ISO).

**Down**: Fine feathers found under the exterior feathers of ducks and geese.

**Leather**: Hide or skin tanned to be imputrescible (ISO 20346) and does not include alternatives to leather of non-animal origin.

**Other fiber**: Fibers other than those covered by specific modules, this includes

- Other plant fibers: Coir, Flax/Linen, Hemp, Jute, Kapok, Ramie, and the option to select ‘Others’
- Other animal fibers: Alpaca, Cashmere, Mohair, Silk, and the option to select ‘Others’
- Other Synthetic fibers: Acrylic, Elastane, Polypropylene, and the option to select ‘Others’

**Other non-fiber**: Other materials, not covered by specific modules which are not spun into yarn and not listed above. “Other non-fibers” includes other materials which are not spun into yarn, including latex/natural rubber, synthetic rubber, plant-based leather, and synthetic leather.

Please note, your material selections in Balance Sheet 1 will determine which tables you see in Balance Sheet 2 (BS-2).
BS-2: Balance Sheet 2 - Fiber Program Uptake

What this question is looking for

Balance Sheet 2 is focused on your company’s fiber portfolio for the group of programs (including conventional) which you source and which can be spun into yarn. In this section, you will report on uptake volumes of conventional fibers and programs which are defined by Textile Exchange as material-specific initiatives, standards and processes having a higher sustainability performance than the conventional alternative of that material type.

The selection of sustainability programs used will determine the “portfolio” that is made available in each of the material modules, alongside conventional material used. If the uptake volume of a material (programmatic or conventional) cannot be reported, please estimate the share of the material in relation to the overall material portfolio. Estimates will allow the system to approximate the final uptake. Final uptake figures can only be calculated when there is volume reported for at least one program. Textile Exchange’s Uptake Calculator is available here if conversion support is required.

Balance Sheet 2 asks for detailed reporting of your portfolio of programs for the material types which your company selected as sourced. This sheet is mandatory for all survey participation levels, Material Tracker, Modular and Full MCI.

You will only be able to see the tables that are applicable for your portfolio, for example, if you do not click that you used any Polyester in BS-1, the polyester portfolio table will not be visible.

There are three simple steps to complete your uptake data.

Step 1: Programs used – select all applicable programs for each fiber used.
Step 2: Complete Uptake data to enter your data click on the Icon in the ‘Uptake’ column.

This will take you to the Uptake section, where you are able to add in your uptake data for the selected program.

First, select Product category to indicate whether that material type was used to produce Apparel, Home Textile or Mixed for a combination of both.

Please note, the ‘Mixed’ option is only applicable for those who used Textile Exchange’s Uptake Calculator and used the second table in the file to fill in the MBS. Mixed will only report FiBER and no other reporting tier. The conversion rate for Mixed will be 1 regardless of reporting tier.

Next, add your volume data. In this field you are required to enter the amount (volume) of material which your company sourced during the reporting period.
Please select the Unit associated with the number entered for the volume column. Data can be reported in Kilograms, Metric Tons (MT) and Pounds (US).

Please now select the supply chain stage Reporting Tier associated with the “Volume” reported. Companies can complete uptake calculations at different points in the supply chain (the main stages this can be calculated are at Product-level, Fabric-level, Yarn-level, and Fiber level). For example, if uptake volume is calculated based upon product compositions and weights, please select “Product-Level”.

Textile Exchange’s default conversion rate will display in the cell based upon the “Reporting Tier” selected. If your company would like to select a custom conversion rate, please delete the value, and enter your company’s custom conversion rate.

When you have completed this information select ‘Done’. You will be taken back to the main BS-2 page. You will notice the ‘Final Fiber Uptake’ column has been completed automatically in the survey, converting all reported uptake into a value in Metric Tons.

To note, if you are unable to provide your exact uptake volumes you are required add an estimated percentage share of the overall portfolio in the ‘Estimate % Share’ Column. This information will help complete the Materials Balance sheet.
Step 3: Add Verification information. To do this, click on the icon. This will take you to the Verification pop-out. Select the ‘used’ verification model, listed in the left-hand column.

Verification models are listed in the first column, based on the programs used, (Step 1). To select if this method of verification is ‘used’, please tick the box. Next you will need to select the ‘Coverage’ for each program used.

Finally enter the product labelling adopted.

When you have completed this information select ‘Done’. You will be taken back to the main BS-2 page. Please repeat the three steps for each unique fiber type your company sourced during the reporting period.
Please note, the Verification column will show a ‘1’ when verification model data has been entered. If no verification data has been added, the field will show a ‘0’.

Please note, if you have selected you use a recycled fiber, you will be required to provide more information in Balance Sheet 5 (BS-5).

BS-2-6 Other Fibers

What this question is looking for

Reporting on other fibers ensures that your company’s material portfolio and share of each material type reflects your actual sourcing practices. Two self-selected material modules are available if you wish to report on other key fibers or non-fibers used.

If you selected that your company sourced “Other Fibers” uptake reporting is slightly different. The initial columns in the table are consistent in approach as previously described, in addition there are 3 more columns to complete. This allows you to enter what percentage of the uptake of a material is conventional, what percentage is recycled and what percentage is preferred renewable.

For example, if you reported 100 metric tons of flax or linen, 25 metric tons could be certified organic and the remainder conventional. In that case, you would enter 25 under "preferred renewable %" and 0 under "recycled %", “Conventional %” will be automatically calculated as the difference between 100 and 25 + 0. This information must be entered to complete the Materials Balance sheet.

To note, by default, the sheet will assume 100% is conventional, you are able to override this information by adding what percentage is recycled and what percentage is preferred renewable.
**BS-2 Definitions**

**Uptake:** A numerical amount of material which your company sourced during the reporting period.

**Uptake (MT):** Uptake is automatically calculated based upon participant responses to “Volume”, “Unit” and “Conversion Rate”.

**Conversion rate:** The rate of conversion between input into the supply chain (fibers ready for spinning) and the output in another tier of the supply chain (e.g., spun yarn, fabric production or finished products). For example, the yarn-to-fiber conversion rate 1.17 denotes the conversion of “1 yarn: 1.17 fiber”. Put simply, 1.17 units of fiber is required to produce 1 unit of yarn.

**Verification model:** Model which confirms, through the provision of objective evidence, that specified requirements have been fulfilled.

**Supplier declaration:** Refers here to a confirmation of a supplier that the supplied products meet the requirements of the more sustainable FIBER/MATERIAL program. This confirmation may be part of the invoices or any other documents. Supplier declarations may also be referred to as first-party verification. The supplier declarations are not certified by second or third parties.

**Non-certified segregation (SG):** This model ensures that the FIBER/MATERIAL is kept separate from other fibers/materials through each stage of the supply chain, allowing assurance that the segregated FIBER/MATERIAL originates from identified programs. Tools such as tracers, blockchain technology and other innovative traceability technologies may be used in this verification model. This model is not certified by a second or third party.

**Mass-balance (MB):** Refers here to a “chain-of-custody system where, from the production of a raw material to the final product for consumption, the information on sustainability can be traced to a specific production quantity. The system allows for mixing of products with differing information on sustainability, or with no information on sustainability.” (ISO). The mass balance system referred to in this option must be second or third party verified/certified.

**Certified segregation (SG):** This model ensures that the certified FIBER/MATERIAL is kept separate from other sources through each stage of the supply chain, allowing assurance that the FIBER/MATERIAL originates from certified programs (ISEAL).

**Certified identity preserved (IP):** Also referred to as “Hard Identity Preserved” or “track and trace”. In this model, the certified material cannot be physically mixed with other certified or non-certified material of the same commodity or ingredient. Material from different certified sources cannot be physically mixed and must be documented accordingly (ISEAL).

**Certification:** Is defined as the assurance given by an independent certification body that a product, service, or system meets the requirements of a standard (ISO). Here certification should be second or third-party.

**Second-party:** Is defined in ISO/IEC 17000 as a “conformity assessment activity that is performed by a person or organization that has a user interest in the object” (clause 2.3). In the case of ISO/IEC 17024, that means the certification body has, for example, hired a consultant to conduct an internal audit of the organization against ISO/IEC 17024 or has hired an expert to conduct a gap analysis of the organization against the standard (ISO).

**Third-party:** Refers here to third-party certification. SO/IEC 17000 defines third party as a “conformity assessment activity that is performed by a person or body that is independent of the person or organization that provides the object, and of the user interests in that object” (clause 2.4). For ISO/IEC 17024, a third-party assessment of the certification body against the standard would mean an assessment by an independent person or body. In this case because it is the conformity assessment body (certification body) themselves being assessed (see previous note to definition of “certification”), it would be an accreditation body that is providing the assessment against the standard, and we would call this “accreditation.”
### BS-2 Definitions

**Coverage** refers to “the scope of the verification model used compared to its total FIBER/MATERIAL supply”, while it refers to “the scope of the verification model used compared to its FIBER/MATERIAL program supply.” Coverage options include:

**Partial - Some FIBER/MATERIAL / part supply chain:** Only some of the FIBER/MATERIAL used or of the selected FIBER/MATERIAL program supply by the company over the reporting period was covered by the selected verification model and for only parts of the supply chain.

**Partial - All FIBER / MATERIAL/part supply chain:** Over 95% of the FIBER/MATERIAL used (in 5a-1a) or of the selected cotton program supply by the company over the reporting period was covered by the verification model selected, but only for parts of the supply chain.

**Partial - Some FIBER / MATERIAL/all supply chain:** Some of the FIBER/MATERIAL used or of the selected cotton program supply (in 5a-1a) by the company over the reporting period was covered by the verification model selected, and throughout the entire supply chain.

**Full - All FIBER/MATERIAL/ all supply chain:** Over 95% of the FIBER/MATERIAL used or of the selected FIBER/MATERIAL program supply by the company over the reporting period was covered by the verification model selected and throughout the entire supply chain.

**Product:** Please select whether that material type was used to produce Apparel, Home Textile, or Mixed for a combination of both.

**Product label** refers to the claims related to the selected FIBER/MATERIAL programs made on or attached to the products. Product label options include:

- **No:** The product is not labeled.
- **Own label:** Product labeling developed by the company that distinguishes a product composed of the FIBER/MATERIAL from conventional.
- **Second party/supplier label:** Product label developed and owned by a second-party certification scheme or supplier.
- **Third-party label:** Product label developed and owned by a third-party.

**Conventional (%):** Please enter the percentage of that material which is composed of "Conventional" material, or the portion which is not produced according to a more sustainable materials standard or program.

**Recycled (%):** Please enter the percentage of that material which is composed of recycled materials.

**Preferred renewable (%):** Please enter the percentage of that material which is composed of preferred renewable materials, or materials which are considered more sustainable than conventional and derived from virgin renewable feedstock.
BS-3: Balance Sheet 3 - Non-Fiber Program Uptake

What this question is looking for

The selection of programs used will determine the program portfolio that is made available in the material modules. If the volume for a program or conventional material used cannot be reported, please estimate the share of the material in relation to the overall portfolio for the system to proximate final uptake. Final uptake can only be calculated when there is volume reported for at least one program. Textile Exchange’s Uptake Calculator is available here if conversion support is required.

Balance Sheet 3 is focused on your company’s non-fiber portfolio, or the group of materials which you source which is not a fiber which can be spun into yarn. In this section you will report on uptake volumes of conventional materials, or the mainstream material options which have not been produced in a more sustainable way, as well as any more sustainable programs.

The initial section focuses on reporting Down and Feather uptake which is completed using the same process as described in Balance Sheet 2 for fibers.

BS-3-1 Down Portfolio

Down should be reported as volume (by dry weight) of cleaned material.

BS-3-2 Leather Portfolio

Leather should be reported as surface area of finished leather or weight for raw hide. If unable to identify this data, the Textile Exchange Uptake Calculator Spreadsheet is available here if conversion support from product to surface area is required.

Leather uptake must be entered in either surface area for finished leather or weight for raw hide. As final leather uptake is calculated by surface area of finished leather, a conversion factor is needed to estimate the approximate surface area if your company is only able to report by weight.

A default factor of 0.00633 has been calculated, considering all leather industry segments, species, and product types (i.e., 1 m² of finished leather = 0.00633 mt of raw hide or 1 mt of raw hide = 157.98 m² or finished leather). This conversion rate can be adjusted if you have specific information on your company’s leather sourcing. For further information please refer to the EU Environmental Footprint Category Rules for Leather.
BS-3-3 Other Non-Fibers

What this question is looking for

The next section of Balance Sheet 3 is “other non-fibers”. “Other non-fibers” includes other materials which are not spun into yarn, including latex/natural rubber, synthetic rubber, plant-based leather, and synthetic leather. Reporting of other non-fibers is completed in the same way as “other fibers” as previously explained (BS-2-6).

Please report on the uptake of specific "other non-fibers" and the share of each material’s uptake which is composed of conventional, recycled, or preferred renewable other non-fibers (BS-3-3a).

Please note, BS-3-3b table summarizes your company’s total uptake of other non-fibers portfolio and is auto filled using the information provided in BS-3-3a.
BS-4: Balance Sheet 4 - Material Portfolio Uptake and Priority Status

BS-4-1 Fiber Portfolio Uptake and Priority Matrix

What this question is looking for

This table determines the priority status of each fiber based on a set threshold. Please adjust the priority status according to risks and/or opportunity assessment. All priority fibers are scored in the Material Change Index. Balance Sheet 4 provides an overview of uptake reported, allows you to enter an estimated percentage of uptake, and introduces priority thresholds.

<table>
<thead>
<tr>
<th></th>
<th>Used</th>
<th>Uptake (MT)</th>
<th>Estimate uptake share (%)</th>
<th>Final uptake (MT)</th>
<th>Final uptake share (%)</th>
<th>Priority threshold</th>
<th>Priority by threshold</th>
<th>Final priority status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton</td>
<td>Used</td>
<td>Incalculable</td>
<td>Estimate</td>
<td>Incomplete</td>
<td>Incomplete</td>
<td>10.00</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>Wood</td>
<td>Used</td>
<td>2,958.45</td>
<td></td>
<td>2,958.45</td>
<td>Incomplete</td>
<td>10.00</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>MMCF</td>
<td>Used</td>
<td>Incalculable</td>
<td>0.30</td>
<td>14.08</td>
<td>Incomplete</td>
<td>10.00</td>
<td>Non-Prio</td>
<td></td>
</tr>
<tr>
<td>Polywater</td>
<td>Used</td>
<td>1,201.00</td>
<td></td>
<td>1,201.00</td>
<td>Incomplete</td>
<td>10.00</td>
<td>Non-Prio</td>
<td></td>
</tr>
<tr>
<td>Nylon</td>
<td>Used</td>
<td>621.00</td>
<td></td>
<td>621.00</td>
<td>Incomplete</td>
<td>10.00</td>
<td>Non-Prio</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Used</td>
<td>Incalculable</td>
<td>Estimate</td>
<td>Incomplete</td>
<td>Incomplete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Used</td>
<td>4,680.45</td>
<td>0.30</td>
<td>Incalculable</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Firstly, if you indicated that you used a material type but were unable to report any uptake data for any programs or conventional volume of that material, the “Estimate Uptake Share percentage” column will have an unshaded cell where you are able to enter a number to represent that estimated percentage of uptake that material type represents.

For example, if you know that you source wool but do not have a specific volume but know this is approximately 2% of your total fiber sourcing, please enter “2” in Estimate Uptake Share Percentage. Estimate Uptake Share percentage should total 100%.

“Final Uptake Metric Tons” is completed automatically in the survey, which includes any estimates. “Final uptake Share percentage” is also completed automatically based upon the “Final Uptake Totals” and presents the percentage breakdown of sourcing of the various fiber types.

It is important BS-4 is complete. Where it is not fully complete, you will see Incalculable and Incomplete.

Incalculable means the module in BS-2 or BS-3 were left incomplete. Example, if Cotton was selected as Used in BS-1 but BS-2-1 was left blank or programs were selected but either product category, volume, units or reporting tier were not filled in completely. To correct this, fill BS-2 or BS-3 in or de-select the fiber if is not significant in BS-1.
Incomplete means either one of the programs selected as Used have not filled in product category, volume, units or reporting tier completely or no estimates were provided. To correct this, either fill in BS-2 or BS-3 completely or enter estimates.

The last three columns of the table relate to priority threshold and priority status. There are three parameters that determine whether a material (fiber or non-fiber) is a priority and must be completed for an "overall" benchmark score and placement in the Material Change Index (MCI). These parameters are scale, risk, and opportunity.

- **Scale:** means that the "fiber" represents a percentage of volumetric use beyond a threshold of 10% of overall fiber use. Or, in the case of "non-fibers", it represents 10% of the final product range (i.e., by count of products with major components of non-fiber materials e.g., down or leather).

- **Risk:** If a material type is a priority based on risk, the material (fiber or non-fiber) represents an important risk to the company. Risks associated with a low volume material include sourcing from high environment and/or socioeconomic risk sourcing regions, animal welfare risk, reputational risk, etc.

- **Opportunity:** If a material type is a priority based on opportunity, a company has seized the opportunity to advance the sustainability of the raw material even if the material is below the volumetric use threshold or is not considered a significant risk.

Priority threshold is related to Scale, and is the Textile Exchange percentage where if exceeded, reporting on that material type is required for the Material Change Index – in the case of fibers, this is 10% of the total fiber portfolio. Column "Priority by threshold" displays the material types which are priority and are required for Material Change Index reporting, and those which are "non-Priority", and reporting is optional.

Under column "Final Priority Status", please adjust the priority status for your materials, indicating where through completing a risk and/or opportunity assessment, some materials may be identified as priority for sustainability engagement and therefore also for reporting. It is worth note that your company may decide not to complete a module, even if the material used is above the volume threshold and is recognized as a key risk.

For example, your company may be in the process of decommissioning the use of a specific material but that this transition is not yet complete – in this case you could change the status from priority to minority. If any thresholds are changed, we ask that you please provide an explanation in the text box below the table.
BS-4-2 Non-fiber Portfolio Uptake and Priority Matrix

What this question is looking for

This table determines the priority status of each non-fiber based on a set threshold. Please enter the estimated product share which has main components of each non-fiber type to determine whether the material is priority or non-priority. Please adjust the priority status according to risks and/or opportunity assessment. All priority materials are scored in the MCI.

Columns ‘Used’, and ‘Uptake (MT)’ are pre-filled from earlier questions in the Balance Sheet section.

As previously mentioned, for non-fibers, the priority threshold is set by using the percentage of final products where that material type is a major component. For example, this would exclude leather labels on denim, but would include products where there is a major leather component – for example, a leather jacket, a leather bag which is lined with another material, or shoes with leather uppers.

Once all priority thresholds are finalized and you have identified all priority materials for your survey this year, saving Balance Sheet 4 will trigger the survey to unlock your applicable material modules.

The material modules are sections in the survey which ask detailed questions on the risk management, transparency, and targets of the specific material type.

If you selected that you used “Other Fibers” or “Other Non-Fibers”, you can report on your company’s engagement on other materials such as linen, hemp, cashmere, or rubber. It is worth note that self-selected modules are not mandatory for MCI scoring.
BS-4 Definitions

**Estimate product share (%):** Please report the approximate percentage of products which have main components which are either down or leather.

**Priority threshold:** We require you to report any material in the Material Change Index if it exceeds this percentage threshold. Column "Priority by threshold" displays the material types which are priority and are required for Material Change Index reporting, and those which are "non-Priority", and reporting is optional.

**Final priority status:** Please adjust the priority status for your materials, indicating where through completing a risk and/or opportunity assessment, some materials may be identified as priority for sustainability engagement.

**Priority adjusted:** If any thresholds are changed, please provide an explanation in the text box below the table.

---

BS-5: Balance Sheet 5 - Recycled Content

**What this question is looking for**

Moving away from a linear to a circular economy is a crucial step to reduce resource consumption and waste creation. Particularly the use of post-consumer textiles and closed-loop textile-to-textile recycling can be an important contribution to achieve these goals. The share of post-consumer recycled fibers can be an important indicator to measure and track this progress.

**BS-5-1a Please report on the feedstocks of your company's recycled cotton**

For each of the fibers you have selected you use recycled (BS-3), we ask you to complete the Share % for Recycled Textiles, Recycle non-textiles and Unknown (textile/non-textiles).

If you do not see the recycle details for a used recycle fiber, please go back, and select in Balance Sheet 3 (BS-3). Please note, Unknown (textiles/non-textiles) is set at a default of 100% and will be adjusted automatically when updates are made to recycled textiles or recycled non-textiles.
BS-5-1b Please report on the recycling processes

You are also required to provide information on the recycling process, chemical and/or mechanical.

<table>
<thead>
<tr>
<th>Recycling process</th>
<th>Share (%)</th>
<th>2021 (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Mechanical</td>
<td>80.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Unknown (chemical/mechanical)</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

Please note, the total must add up to 100%. If you do not know the percentage share, please enter 100 in to the ‘Unknown’ field to complete this section.

BS-5-1c Is your company sourcing its recycled feedstock from a socially responsible collection initiative?

The final question in this section, requires you to provide information of whether you are sourcing your recycled feedstock from a socially responsible collection initiative.

- [ ] No program or unknown
- [ ] No
- [x] Yes

Please indicate the percentage share in cotton recycled feedstock.

Please provide details on the socially responsible collection initiative.

0 / 250 words

If ‘Yes’ is selected, please make sure you provide the percentage share of the recycled feedstock. To support your answer, please add additional information into the text box provided.
BS-5 Definitions

**Recycled Textile/Non-textile (pre-consumer):** Refers to any other fiber than cotton, down, wool, MMCFs, polyester and polyamide, diverted from the waste stream during the manufacturing process.

**Recycled Textile/Non-textile (post-consumer):** Refers to any other fiber than cotton, down, wool, manmade cellulosics, polyester and polyamide, made with reclaimed post-consumer material.

**Mechanical recycling** takes waste and recycles it into a secondary material without changing its basic structure. Some common mechanical techniques for textile recycling include shredding fabrics. ([cattamole consulting](https://example.com)).

**Chemical recycling** uses a series of chemical processes to recycle a waste stream back into building block chemicals, called monomers. The recycled products are exactly the same as their virgin counterparts, which means that performance is not lost through the recycling processes ([cattamole consulting](https://example.com)).

BS-6: Balance Sheet 6 - Material Trend

**What this question is looking for**

All participating companies are encouraged to complete the Material Trend table for all the fibers used, irrespective of whether the fiber is a priority material in terms of volumetric uptake (i.e., 10% or more of your company’s overall materials portfolio).

**BS-6-1 Your company’s fiber portfolio and trend**

The following table, (using nylon as the example), shows your company’s portfolio trend comprising of past, current, forecasted, and projected use of preferred materials up to 2025. Participants are encouraged to complete as much of this table as possible to enable progress tracking towards targets. Volumetric data (both actual and projected) is useful for modeling outcomes and impacts, such as greenhouse gas emissions.

<table>
<thead>
<tr>
<th>Nylon portfolio</th>
<th>2018 (MT)</th>
<th>2019 (MT)</th>
<th>2020 (MT)</th>
<th>2021 (MT)</th>
<th>2022 (MT)</th>
<th>2023 (MT)</th>
<th>2024 (MT)</th>
<th>2025 (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Past</td>
<td>Past</td>
<td>Current</td>
<td>Forecast</td>
<td>Forecast</td>
<td>Projection</td>
<td>Projection</td>
<td></td>
</tr>
<tr>
<td>Recycled nylon</td>
<td>0.50</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biobased nylon</td>
<td></td>
<td></td>
<td></td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other nylon</td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conventional</td>
<td></td>
<td></td>
<td></td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>nylon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0.50</td>
<td>300.00</td>
<td>0.00</td>
<td>521.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

If you are a returnee, the table will be pre-filled with your previous year’s data. If you now have actual data, for instance for 2019, you can override the pre-filled information to make sure the data is accurate and correct.
Please note, the 2021 data is based on the uptake data provided in BS-2 or BS-3 and it cannot be adjusted on this sheet, you will need to make any adjustments in BS-2 or BS-3, the saved data will then carry through to this sheet. Also note that if you are unable to fill in the uptake by program in BS-2 and BS-3 and have selected to fill in an estimate at the portfolio level in BS-4, the estimate will not show up in BS-6.

BS-7: Balance Sheet 7 - Uptake calculation Metadata

What this question is looking for

The Metadata Form is intended to provide an overview of how uptake calculations were completed. This gives Textile Exchange increased visibility into uptake calculations so we can validate if your company’s reporting methodology is consistent year-on-year.

This metadata will also inform Textile Exchange on best practices and allow for further progress on alignment and comparability within the industry. This form may also assist your company with keeping a record of how calculations have been completed, for internal data control and, in the event of staff turnover, can be used as a guide to ensure that comparable data continues to be collected.

Many answers in the initial questions of the Metadata Form are pre-filled from your previous responses in the survey, but we have included this so it centralizes all information in 1 page which can be saved as a PDF and filed in your company’s systems. Please fill any gaps which may remain.

Please check pre-filling and provide the following information in your metadata form:

- **BS-7-a-1** Company name: pre-filled from previous sections.
- **BS-7-a-2** Name of practitioner coordinating data collection: pre-filled from previous sections.
- **BS-7-a-3** Internal practitioners supporting data calculation: pre-filled from previous sections.

**BS-7-b.** Please enter the scope of data reported. This includes the specific time-period of uptake data, and any product categories, fiber categories or major components of products which are excluded from your company’s uptake calculations.

- **BS-7-b-1** Time period of data: pre-filled from previous sections.
- **BS-7-b-2** Product categories not included and their magnitude: Please indicate if any product categories are excluded, and an approximate amount of product this includes.
- **BS-7-b-3** Fiber categories not included in the calculation: Please indicate if any material categories or types are not included in the calculation.
- **BS-7-b-4** Major textile components not included in the calculation: Please indicate if any main textile components of products are not included in the calculations.

**BS-7-c.** Data methodology questions then further clarify the data sources of your calculation, specific conversion rates used in uptake calculations, the process of data cleaning, validation of calculations and if any changes were made from previous uptake reporting methodologies.

- **BS-7-c-1** Data source: Please indicate the IT systems or other data sources which were used to collect data to calculate your material uptake.
- **BS-7-c-2** Conversion rates: Please describe the conversion rates used in uptake calculations and indicate where these may be different for different material types.
- **BS-7-c-3** Data cleaning and processing methodology: Please describe your process of data cleaning and preparing to complete your uptake calculation, e.g., where a certain percentage of products is excluded due to incomplete fiber composition information.
• **BS-7-c-4 Fiber calculation validation**: Please describe your process of validating fiber calculations, e.g., reviewed by a third-party, or reviewed by senior staff.

• **BS-7-c-5 Changes to methodology**: Please indicate if any changes have been made to the calculation methodology this year compared with previous years.

• **BS-7-c-6 Data quality and accuracy assessment**: Please provide an indication on how accurate your calculation is and describe any opportunities for improvement.

• **BS-7-c-7 Please attach a copy of your company’s uptake calculations**

---

**BS-8: Balance Sheet 8 - Market Value of Sustainable Textiles Products**

**What this question is looking for**

Market value provides insight to the size and growth of the market for preferred materials and informs company’s product development, sourcing, and market strategies. To provide this insight, we need your company’s input. We understand the sensitive nature of this information and emphasize that all data provided is held strictly confidential and used only for the purpose of estimating aggregate market values. Note: this question is under development and a “sustainable” product is defined by each company at BS-8-1a but would be expected to incorporate preferred/more sustainable materials.

To help us collate insights, we ask you complete the following questions.

- **BS-8-1** Please estimate your company’s sales turnover of sustainable textile products.
  
  *Note: this question is under development and a “sustainable” product is defined by each company at BS-8-1a but would be expected to incorporate preferred/more sustainable materials.*

- **BS-8-2** What is your company’s sustainable product sales forecast?

- **BS-8-3** Is your company able to report its sustainable textile product sales by material types?

- **BS-8-4** What is the breakdown of your company’s product sales turnover by material type?

- **BS-8-5** What is the breakdown of your company’s textile product sales by materials sustainability program?

Once you have entered your response, please ‘Save and Continue’, this completes the Materials Balance sheet.

We understand the complexity of this topic, but we are hopeful that the detailed explanations given in this guide will support you in completing your survey this year. Please do not hesitate to email us at CFMB@TextileExchange.org if you have any further questions.
Glossary of terms

**Chemically recycled:** Chemical recycling uses a series of chemical processes to recycle a waste stream back into building block chemicals, called monomers. The recycled products are exactly the same as their virgin counterparts, which means that performance is not lost through the recycling processes ([cattamole consulting](https://www.cattamoleconsulting.com)).

**Conventional material:** Textile Exchange classifies a “conventional” material as a material which is not produced to the specifications of a sustainability program (standard, certification, regulation, initiative, or process).

**Conversion rate:** The rate of conversion between input into the supply chain (fibers ready for spinning) and the output in another tier of the supply chain (e.g., spun yarn, fabric production or finished products). For example, the yarn-to-fiber conversion rate 1.17 denotes the conversion of “1 yarn: 1.17 fiber”. Put simply, 1.17 units of fiber is required to produce 1 unit of yarn.

**Data cleaning:** The process of correcting any inconsistencies or errors in a dataset and preparing it for analysis.

**Definitions Uptake:** A numerical amount of material which your company sourced during the reporting period.

**Estimate share (%):** If your company used a material, but is unable to identify a volume, please enter an approximate percentage that material represents of your overall material portfolio. For example, if you sourced recycled cotton and know this is approximately 5% of your total cotton sourcing, please enter 5.

**Exceptions:** The company may decide not to complete a module, even if the material used is above the volume threshold and is recognized as a key risk. For example, if the company is in the process of decommissioning the use of the said material (e.g., based on the company’s risk and opportunity assessment) and the transition is not yet complete.

**Fiber categories:** Different types of materials. In CFMB, the main fiber categories are cotton, wool, manmade cellulosic, polyester, and polyamide.

**Final uptake (MT):** Final uptake is automatically calculated, including any Estimate shares which your company may have entered.

**Materials portfolio:** The overall range of material sustainability programs (including initiatives, standards, and processes) and conventional material.

**Mechanically recycled:** Mechanical recycling takes waste and recycles it into a secondary material without changing its basic structure. Some common mechanical techniques for textile recycling include shredding fabrics. ([cattamole consulting](https://www.cattamoleconsulting.com)).

**Opportunity:** The module should also be selected if the company has seized the opportunity to advance the sustainability of the raw material even if the material is below the volumetric use threshold or is not considered a risk.

**Preferred, renewable:** Textile Exchange defines a “Preferred” as a fiber, material or product that is ecologically and/or socially progressive. One that has been selected because it has more sustainable properties in comparison to other options. Note: social includes both human and animal welfare.

**Priority Material:** There are three parameters that determine whether a material (fiber or non-fiber) is a priority and must be completed for an “overall” benchmark score and placement in the Material Change Index (MCI). These parameters are scale, risk, and opportunity.

**Product:** Please select whether that material type was used to produce Apparel, Home Textile, or Mixed for a combination of both.
**Product categories:** Different silhouettes of products, e.g., bodysuits, socks, sweatshirts, trousers, shorts, etc.

**Product Lifecycle Management (PLM) system:** A type of software program which provides an online platform to centralize all information about product development. A report from a PLM system is commonly used in developing uptake calculations as this has information on compositions of product components, their weights, etc.

**Reporting tier:** Please select the supply chain stage associated with the "Volume" reported. This can be reported at Product, Fabric, Yarn, and Fiber levels. For example, if uptake volume is calculated based upon product compositions and weights, please select “Product”.

**Risk:** The raw material represents a “material” risk to the company. Risks associated with a minority (low volume) raw material include sourcing from environmentally and/or socio-economically high-risk sourcing regions, animal welfare risk, reputation risk, etc.

**Scale:** The “fiber” represents a percentage of volumetric use beyond a threshold of 10% of overall fiber use e.g., cotton, polyester, manmade cellulosic fibers, polyamide, and wool. Or, in the case of “non-fibers”, it represents 10% of the final product range (i.e., of products with major components of non-fiber materials e.g., down or leather).

**Sustainability program:** Refers to a material produced according to specifications in an industry standard, certification scheme, regulation, initiative, or process) and distinguished by the company to have a higher sustainability performance than conventional materials.

**Unit:** Please select the unit associated with the number entered for “Volume”. Data can be reported in Kilograms, Metric Tons (MT) and Pounds (US).

**Uptake:** A numerical amount of material which your company sourced during the reporting period.

**Uptake (MT):** Uptake is automatically calculated based upon participant responses to “Volume”, “Unit” and “Conversion Rate”.

**Validation:** Data validation is concerned with checking the input data to ensure it conforms with the data requirements of the system to avoid data errors.

**Volume:** A numerical amount of material which your company sourced during the reporting period.