

SFC EXEMPLARY MANUFACTURER REQUIREMENTS CHECKLIST (February 2010)

Applicants for SFC Exemplary Status must meet all of the requirements listed below for the Level considered and provide supporting documentation as shown in order to be accepted and approved.

MANUFACTURERS (Including Importers and Wholesalers)

Bronze

- _____ Proof of a responsible purchasing policy, including a Social Equity Code of Conduct followed by all suppliers (attached)
- _____ Proof that 100% of inventory of wood products are made of wood that is of known origin and legally compliant with the Lacey Act as commonly understood.
- _____ Proof that 5 to 14% of wood is FSC or PEFC-certified (incl. SFI); if PEFC, must meet FSC Controlled Wood Standard, which prohibits:
 - Illegally harvested wood
 - Wood harvested in violation of traditional and civil rights
 - Wood harvested in forests in which High Conservation Values are threatened through management activities
 - Wood harvested from conversion of natural forests
 - Wood harvested from areas where genetically modified trees are planted
- _____ Written commitment to move to Silver within 3 years.
- _____ Proof that 5 to 14% of textiles used meet benchmarks: certified GOTS, OekoTex100+, Ecoflower, SBP (Sustainable Biodegradable Products) or demonstrated equivalent (attached)
- _____ Show that supply chain has been impacted with improvement (written description attached)
- _____ 5 Optional Credits from the table below with proofs

Silver

In addition to Bronze requirements

- _____ Proof that 15 to 24% wood is FSC or PEFC-certified (incl. SFI); if PEFC, must meet FSC Controlled Wood Standard.
- _____ Proof that independent Verification of Legal Origin (VLO) has been conducted for 100% of wood sourced from areas identified as "HIGH RISK" in the Global Risk Assessment tool:
<http://globalforestrisk.nepcon.net/>
- _____ Proof that 15 to 24% of inventory of products using materials other than wood are made with recycled or bio-based materials but **only** if non-wood materials comprise less than a third of total materials by dollar value (attached)
- _____ Proof that 15 to 24% of textiles used meet benchmarks: certified GOTS, OekoTex100+, Ecoflower, SBP (Sustainable Biodegradable Products) or demonstrated equivalent (attached)
- _____ Submit a Carbon Footprint report detailing the Baseline Inventory thermal and electrical usage of applicant's physical plant(s) (attached)
- _____ 10 Optional Credits from the table below with proofs

Gold

In addition to Silver requirements

- _____ Proof that at least 25% wood is FSC or PEFC-certified (incl. SFI); if PEFC, must meet FSC Controlled Wood Standard
- _____ Written commitment to increase specifically FSC-certified wood as portion of total by 2% per year, so long as FSC is available within 100 miles
- _____ Proof that at least 25% of inventory of products using materials other than wood are made with recycled or bio-based materials but **only** if non-wood materials comprise less than a third of total materials by dollar value (attached)
- _____ Proof that at least 25% of textiles used meet benchmarks: certified GOTS, OekoTex100+, Ecoflower, SBP (Sustainable Biodegradable Products) or demonstrated equivalent (attached)
- _____ Submit an ISO14040-compliant Life Cycle Assessment (LCA), or equivalent, for at least one product platform, or provide actual supplier data
- _____ 15 Optional Credits from the table below with proofs

Platinum

- _____ SMaRT Sustainable Furniture Certification (or equivalent) allowing four optional levels of achievement based on credits earned.

SFC EXEMPLARY STATUS OPTIONAL CREDITS TABLE

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OPTIONAL CREDITS		
90 optional credits can be used to achieve point requirements for Bronze (5) Silver (10) and Gold (15) Exemplary Status. These credits are incorporated in Platinum requirements with four separate levels of recognition based on credits achieved.		
Credit	Points	Total
Marketing. Link from corporate website homepage to SFC website	1	
Using Local Materials. Percentage of product that is sourced, manufactured, and distributed for consumption within a 500 mile radius	25%: 1 50%: 2 75%: 3	
Organic Products. Percentage of product is certified organic with EPA/Purdue University Best Management Practices. .	25% - 1 75% - 2 100% - 3	
Foam. No PBDE. Percentage of foam is natural latex, or recycled, or certified organic (or transitioning to certified) bio-content.	20% - 1 75% - 2 100% 3	
Foam. No PBDE. Contains non-certified organic bio-content (standard hybrid).	1	
Minimize Indoor VOC Emissions. The maximum concentration for any chemical emitted at 96 hours in emissions tests (following a ten-day conditioning period), shall not result in a modeled indoor air concentration greater than ½ the chronic reference exposure level (CREL) established by California Office of Environmental Health Hazard Assessment (OEHHA), except formaldehyde which shall not exceed ½ the OEHHA indoor chronic reference exposure level (REL). Testing shall be in accordance with CA/DHS/EHLB/R-174 - <i>Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers.</i> Note: <i>GREENGUARD equivalent pursuant to approval from the State of California.</i>	Percent reductions for manufacturer's products: 50%: 1 100%: 2	
Minimize Indoor Carcinogenic VOC Emissions. Carcinogenic or reproductive toxicant VOCs shall not be emitted from products at levels above the Safe Exposure Levels (SELs). SELs as defined in section 8, and testing, shall be in accordance with CA/DHS/EHLB/R-174 – <i>Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small Scale Environmental Chambers.</i> The following formaldehyde limit for wood does not affect the 1350 limit of 4 ppb in this section for non-wood building products. For formaldehyde in certified composite wood products pursuant to Exemplary requirements, the raw composite wood in the certified product must meet the Composite Panel Association's (CPA) EPP Spec CPA 1-02 requiring that formaldehyde emissions meet ANSI standards A208.1 & A208.2 which are also recommended by EPA at www.epa.gov/iaq/pubs/formald2.html . CPA 1-02 requires the formaldehyde limits applying only to raw particle Board and raw medium density fiberboard (MDF) before assembled into finished product of: 0.30 ppm for industrial products, 0.20 ppm for building products, 0.30 ppm for Medium Density Fiberboard MDF. Documentation for certifying to CPA's spec must be provided. For all finished wood building products certified pursuant to exemplary requirements, the formaldehyde limit must be no greater than 27 ppb which is the level in California Section 1350 Special Environmental Requirements Sec. 1.3 B. This level is determined so not to penalize wood as a product and takes into account documented approximate 30 ppb natural background levels of formaldehyde in wood by the Australasia Plywood Association http://www.plywoodassn.com.au/pdf/form%202.pdf , and provides a 3 ppb margin of safety. The International Agency for Research on Cancer (IARC) in 2004 reclassified formaldehyde from a probable to a known carcinogen. Note: <i>GREENGUARD equivalent pursuant to approval from the State of California.</i>	Percent reductions for manufacturer's products: 50%: 2 100%: 5	

<p>Minimize Indoor Formaldehyde Emissions. The maximum concentration for formaldehyde emitted at 96 hours in emissions tests (following a ten-day conditioning period), shall not result in a modeled indoor air concentration greater than ½ the chronic reference exposure level (CREL) established by California Office of Environmental Health Hazard Assessment (OEHHA). Testing shall be in accordance with CA/DHS/EHLB/R-174 - <i>Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers.</i></p>	5	
<p>Reducing Toxic & Other Air, Water & Waste Pollutants: Input Stockholm Chemicals. Document that Stockholm Convention Persistent Organic Pollutants are not present at 0.1% or greater in the product. Note: <i>The Stockholm Convention on Persistent Organic Pollutants, (signed in Stockholm, May 23, 2001) is intended to eliminate or restrict the production, use and/or release of twelve chemicals that, due to their persistence in the environment, can affect human health throughout the globe, regardless of the location of their use. The twelve chemicals include; pesticides (Aldrin, Chlordane, DDT, Heptachlor, Hexachlorobenzene, Dieldrin, Mirex, Toxaphene), industrial products (PCBs, polychlorinated biphenyls) and byproducts, i.e., unintentionally formed chemicals (polychlorinated dioxins and furans).</i></p>	4	
<p>Reducing Toxic & Other Air, Water & Waste Pollutants: Supply Chain Stockholm Chemicals. Identify all supply chain material & process inputs present at 1% (10 parts per thousand), including Stockholm Convention Persistent Organic Pollutants.</p>	2	
<p>EFEC Registration. Registration of all manufacturing & corporate facilities with AHFA's EFEC program for pollution control</p>	2	
<p>Cradle 2 Cradle Certification. Note: <i>Wood products certified with C2C must be FSC certified.</i></p>	4	
<p>Reuse & End of Life Management. Percentage of product that is made of reclaimed or reused material.</p>	20% - 1 75% - 3 100% - 5	
<p>Reuse & End of Life Management. Retailers shall provide the percent of items accepted in a Reclamation/Reuse program</p>	Operable System: 3 1%: 4 15%: 5 50%+: 10	
<p>Social Equity. An independent 3rd party audited Social Equity Supplier Code of Conduct for percent of suppliers.</p>	15%: 1 50%: 2 100%: 3	
<p>Social Equity. Provide a Living Wage for percent of employees.</p>	75%: 1 100%: 2	
<p>Climate Change. Conduct educational training around dangerous climate change within your operation and in the broader community.</p>	1	
<p>Climate Change. Marketing and/or Sales staff achieved GREEN AP for completion of GREEN/leaders Certified Sustainability Training</p>	2	
<p>Climate Change. Share questions you ask your suppliers to understand their impact on dangerous climate change.</p>	1	
<p>Climate Change. Manufacturing facility Green-e renewable power use or conventional energy reductions from the baseline established in Silver and Gold Exemplary requirements. Note: <i>Green-e Power is a consensus standard adopted by the balanced Center for Resource Solutions and is the credible renewable power standard adopted by LEED Homes and approved, consensus, transparent sustainable product standards including SMaRT & California Gold: http://www.resource-solutions.org/Green-epage.htm.</i></p>	1%: 2 15%: 5 50%+: 10	

Climate Change. Supplier facilities' Green-e renewable power use or conventional energy reductions from the baseline established in Silver and Gold requirements.	1%: 2 15%: 5 50%+: 15	
Tree Free Approach. Use a tree-free approach to all necessary written documents processed at your facility, i.e., limiting use of paper documents unless necessary. Provide a written policy.	1	
Packaging. Provide services to eliminate transportation packaging waste, i.e.: blanket-wrap, carton return or recycling services.	1	
Innovation. Innovation credits must be applied for and approved and are submitted by applicants to address topics that will further the promotion of Sustainable Furnishings.	1-4	
TOTAL POINTS		

SFC OBJECTIVE CRITERIA FOR BENCHMARKING EXEMPLARY STANDARDS

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Applicants must demonstrate performance for all product categories in these key aspects in order to be accepted and approved by SFC as having met the benchmark performance standards.

1. **Transparency:** decision making and communication of results in all areas
2. **Consensus:** due process notice, opportunity to be heard, and voting incl. consultation and stakeholder engagement
3. **Third Party Certification:** including objective review
4. **Independent Global Auditing:** including objective review
5. **Consistency:** with approved SFC Board priorities
6. **Accuracy:** in all communications, including labeling that is not misleading.
7. **Integration:** community perspective, social equity & human rights, incl. indigenous peoples where land/rights affected

Detail on Wood Requirements:

Known Sources: The purchaser knows where the forest material was grown and can identify the harvesting entity.

- Product is certified against a Chain of Custody or Traceability Standard such as Generic CoC, FSC CoC, PEFC CoC, etc.
- The supplier certificate is valid and its scope includes the product supplied.
- The product has been traced by your company along an unbroken and verified chain of custody from the purchaser back to the source entity by obtaining supplier certification codes on documentation for that product down to the forest level
- Reliable documentation from the supplier/s is provided that identifies the source location, the source entity, and each intermediary in the supply chain

Legal Sources: Products coming from traceable source where the forest source country is known and legal origin can be verified.

1) Products coming from a third party certified Legal Origin source: SW VLC; SW VLO, TFT, SGS TLTV or Certisource. All products from High Risk countries must follow these criteria.

- Your product comes from a "Known" source.
- Products are clearly identifiable as originating from a source verified as SW VLC, SW VLO, TFT, SGS TLTV or Certisource. (E.g. product carries SW VLC/SW VLO or SGS TLTV verification code).
- Verified products are accompanied by documentation which includes reference to each product's batch and/or to related shipping documentation, sufficient to link the invoice to the products supplied.
- Supplier holds a valid SW VLC, SW VLO, TFT, SGS TLTV or TFF verification Statement:
 - o SW VLC/SW VLO: www.rainforest-alliance.org.
 - o TFT: www.tropicalforesttrust.com
 - o SGS TLTV: www.forestry.sgs.com/tltv_forestry
 - o Certisource: <http://www.certisource.co.uk/>
- The verified products provided by supplier are included in the supplier's verification statement scope.

2) Not certified Legal Origin: Products coming from traceable source where the legal origin can be verified.

1. **NOT APPLICABLE FOR PRODUCTS COMING FROM COUNTRIES CLASSIFIED AS "HIGH RISK"** as per Global Risk Assessment tool <http://globalforestrisk.nepcon.net/>
 - Your product comes from a "Known" source.

- Country of origin is not a “High Risk Country” as per the High Risk Countries
- The harvesting entity has a legal right to harvest.
- You have evidence of compliance with applicable management planning requirements.
- You have evidence that timber is harvested from areas designated to harvesting (e.g. not from protected areas where harvesting is not allowed).
- You have evidence that harvesting rate is within the applicable limits.
- You have evidence of compliance with applicable CITES requirements, if applicable.
- You have evidence of compliance with timber transportation documents.

Non Controversial Sources (FSC Controlled Wood certified)

Products sourced from “Legal Origin” (Certified or uncertified) that are also being sourced under the following conditions:

- Wood is not harvested in violation of traditional and civil rights;
- Wood is not harvested in forests where high conservation values are threatened;
- Wood is not harvested in forests being converted to plantations or non-forest use;

FSC Certified

Your company is FSC COC certified and the products you are supplying to COMPANY comply with the following:

- FSC certified products are **clearly identifiable** as such. (E.g. product carries FSC label, products are identified by a barcode or batch number clearly linked to the transport documentation and invoices) and are accompanied by **documentation** sufficient to link the invoice to the products supplied.
- FSC certified products’ transport documentation and invoices contain clear indication of the **FSC claim** of the products and the supplying company’s **FSC COC certificate code**. FSC claim is one of the following options:
 - o “FSC Pure”
 - o “FSC Mixed x%” where ‘x’ is 70% minimum.
 - o “FSC Mixed Credit”
- Your company holds a **valid FSC certificate** and FSC Products provided by supplier are included in the supplier’s **certificate scope** (available on www.fsc-info.org).

Detail on Textile Requirements:

- Ensure that water treatment is in place that returns water to the local eco system that is drinking water quality - free of salts, detergents and the lists of chemicals recognized by the third party textile certifications GOTS, Oeko Tex 100 Plus and Eco Flower as harmful
- Produce a list of chemical inputs and their disposition for each step in the textile production process from field or polymer creation to finished fabric.
- Implement effective rules for governing and labeling non-certified product components, including clear guidance outlawing the use of any fiber, yarn or fabric from sources exhibiting the worst cultivation practices
- No GMOs (Genetically Modified Organisms)
- No allowance for operations that violate human rights: assurance that no child labor, slave labor is used and that minimal workers’ rights as promulgated by the International Labor Committee are observed
- Traceability through acceptable standards for chain of custody (CoC) that:
 - o Require verification of geographic origin of fiber
 - o Require independent verification of the accuracy of documentation provided by suppliers
 - o Require a direct connection between the labeled products and the certified fibers and yarns
 - o Provide clear CoC from forest to point of sale to prevent mixing with inferior sources

Textile priority demonstrations:

1.Traceability to source field – all claims (e.g. % input) must be based on chain of custody supported by a recognized certificate or system. Evidence:

- GOTS or Oeko Tex 100 Plus acceptable CoC
- SBP Label
- Other credible third-party traceability

2. Proof of % fiber, yarn or fabric annual volume input that meets SFC standards as per membership application. Evidence:

- Invoices demonstrating volume and calculation of % that meets SFC standards

3. Minimum statement of the end of life disposition of the fabric: the impacts on the environment and human health, including carbon footprint