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## SFC EXEMPLARY MANUFACTURER REQUIREMENTS CHECKLIST

May 2009

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)

#### Silver

- \_\_\_\_\_ Proof that 15-25% of inventory of wood products meet benchmarks (attached)
- \_\_\_\_\_ Proof that 15-25% of inventory of products using materials other than wood are made with recycled or bio-based materials (attached)
- \_\_\_\_\_ Have in place a Social Equity Code of Conduct followed by all suppliers (attached)
- \_\_\_\_\_ Submit a Carbon Footprint report detailing the Baseline Inventory thermal and electrical usage of applicant's physical plant(s) (attached)
- \_\_\_\_\_ Show that supply chain has been impacted with improvement (written description attached)
- \_\_\_\_\_ 5 Optional Credits from the table below with proofs

#### Gold

- \_\_\_\_\_ Proof that 25-50% of inventory of wood products meet benchmarks (attached)
- \_\_\_\_\_ Proof that 25-50% of inventory of products using materials other than wood are made with recycled or bio-based materials (attached)
- \_\_\_\_\_ Have in place a Social Equity Code of Conduct followed by all suppliers (attached)
- \_\_\_\_\_ Submit a Carbon Footprint report detailing the Baseline Inventory thermal and electrical usage of applicant's physical plant(s) (attached)
- \_\_\_\_\_ Show that supply chain has been impacted with improvement (written description attached)
- \_\_\_\_\_ Submit an ISO14025-compliant Life Cycle Assessment (LCA), or equivalent, for at least one product platform, or provide actual supplier data
- \_\_\_\_\_ 10 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. That is, the Silver and Gold requirements in this table.
- \_\_\_\_\_ Show that supply chain has been impacted with improvement (written description attached)

## SFC EXEMPLARY STATUS OPTIONAL CREDITS TABLE

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<b>OPTIONAL CREDITS</b>		
22 optional credits can be used to achieve point requirements for Silver (5) and Gold (10) Exemplary Status. These credits are incorporated in Platinum requirements with four separate levels of recognition based on credits achieved.		
Credit	Points	Total
<b>Marketing.</b> Link from corporate website homepage to SFC website	1	
<b>Sustainable Furniture Product Transaction Disclosures.</b> Percentage, on US dollar basis, of Silver, Gold or Platinum Exemplary requirements above for furniture products purchased, made and sold.	3	
<b>Using Local Materials.</b> Percentage of product that comes from within a 500 mile radius of your manufacturing facility or distribution point	25%: 1 50%: 2 75%: 3	
<b>Organic Products.</b> 25% of product is certified organic.	1	
<b>Organic Products.</b> 75% of product is certified organic with EPA/Purdue University Best Management Practices.	2	
<b>Organic Products.</b> 100% of product is certified organic with EPA/Purdue University Best Management Practices.	3	
<b>Textiles.</b> OEKOTEX certification	3	
<b>Foam.</b> 20% of foam is natural latex, or recycled, or bio-content. No PBDE.	1	
<b>Foam.</b> 75% of foam is natural latex, or recycled, or bio-content. No PBDE.	2	
<b>Foam.</b> 100%) of foam is natural latex, or recycled, or bio-content. No PBDE.	3	
<b>Minimize Indoor VOC Emissions.</b> 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> . <b>Note:</b> <i>GREENGUARD equivalent pursuant to approval from the State of California.</i>	Percent reductions for manufacturer's products:  50%: 1 100%: 2	
<b>Minimize Indoor Carcinogenic VOC Emissions.</b> 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 <a href="http://www.epa.gov/iaq/pubs/formald2.html">www.epa.gov/iaq/pubs/formald2.html</a> . 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.	Percent reductions for manufacturer's products:  50%: 2 100%: 5	

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 <a href="http://www.plywoodassn.com.au/pdf/form%202.pdf">http://www.plywoodassn.com.au/pdf/form%202.pdf</a> , 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. <b>Note:</b> <i>GREENGUARD equivalent pursuant to approval from the State of California.</i>		
<b>Minimize Indoor Formaldehyde Emissions.</b> 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>	5	
<b>Reducing Toxic &amp; Other Air, Water &amp; Waste Pollutants: Input Stockholm Chemicals.</b> Document that Stockholm Convention Persistent Organic Pollutants are not present at 0.1% or greater in the product. <b>Note:</b> <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>	4	
<b>Reducing Toxic &amp; Other Air, Water &amp; Waste Pollutants: Supply Chain Stockholm Chemicals.</b> Identify all supply chain material & process inputs present at 1% (10 parts per thousand), including Stockholm Convention Persistent Organic Pollutants.	2	
<b>Cradle 2 Cradle Certification. Note:</b> <i>Wood products certified with C2C must be FSC certified.</i>	5	
<b>Reuse &amp; End of Life Management.</b> Manufacturer shall provide percent Reclamation/Reuse and calculate percent rate as follows: Reclamation-Reuse Rate= _____ kg of all product reclaimed (annually)_____ kg of annual production of product certified Exemplary  <b>Note:</b> <i>Reuse is an important part of a product's life and prevents harmful incineration or land filling. Reuse substantially reduces climate pollution, saves energy, eliminates product extraction, and can lessen impacts of manufacturing.</i>	Operable System: 3 1%: 4 15%: 5 50%+: 10	
<b>Reuse &amp; End of Life Management.</b> Retailers shall provide the percent of items accepted in a Reclamation/Reuse program	Operable System: 3 1%: 4 15%: 5 50%+: 10	
<b>Social Equity.</b> An independent 3 <sup>rd</sup> party audited Social Equity Supplier Code of Conduct for percent of suppliers.	15%: 1 50%: 2 100%: 3	
<b>Social Equity.</b> Provide a Living Wage for percent of employees.	75%: 1 100%: 2	
<b>Climate Change.</b> Conduct educational training around dangerous climate change within your operation and in the broader community.	1	
<b>Climate Change.</b> Share questions you ask your suppliers to understand their impact on dangerous climate change.	1	
<b>Climate Change.</b> Manufacturing facility Green-e renewable power use or conventional energy reductions from the baseline established in Silver and Gold	1%: 2 15%: 5	

Exemplary requirements. <b>Note:</b> <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 &amp; California Gold: <a href="http://www.resource-solutions.org/Green-epage.htm">http://www.resource-solutions.org/Green-epage.htm</a>.</i>	50%+: 10	
<b>Climate Change.</b> 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	
<b>Tree Free Approach.</b> 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	
<b>Packaging.</b> Provide services to eliminate transportation packaging waste, i.e.: blanket-wrap, carton return or recycling services.	1	
<b>Innovation.</b> 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	
<b>TOTAL POINTS</b>		

## 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

Specific criteria for wood:

- Ensure that all legal requirements are met in forest harvesting and transport to user
- Prohibit conversion of natural forest to plantations or non-forest use, thereby damaging ecosystems and undermining biodiversity
- Eliminate the large-scale harvesting of old-growth forests and the loss of other high conservation value forests
- Contain effective rules for governing and labeling non-certified product components, including clear guidance outlawing the use of any wood from sources exhibiting the worst forest practices
- No GMOs (Genetically Modified Organisms)
- No allowance for operations that violate human rights by not recognizing traditional and civil rights, or threaten local / regional stability through armed conflict
- Traceability through acceptable standards for chain of custody (CoC) that:
  - Require verification of geographic origin of the wood or non-wood fiber
  - Require independent verification of the accuracy of documentation provided by suppliers
  - Require a direct connection between the labeled products and the certified forests
  - Preclude wood or non-wood fiber from all types of illegal forest management, logging and trade practices
  - Provide clear CoC from forest to point of sale to prevent mixing with inferior sources

Wood priority demonstrations:

1. Traceability to source forest – all claims (e.g. % input) must be based on chain of custody supported by a recognized certificate. Evidence:
  - FSC CoC
  - SFI third-party CoC
  - Other credible third-party traceability such as: RA Generic CoC; SCS CoC CHECK
2. Proof of % wood annual volume input that meets SFC standards as per membership application. Evidence:
  - Invoices demonstrating volume and calculation of % that meets SFC standards
3. Minimum performance of source forest against SFC benchmarks, evidence as listed in table below. Further evidence of actual performance of source forest must be demonstrated in cases of High Risk as per Global Risk Assessment tool <http://globalforestrisk.nepcon.net/>