

SFC EXEMPLARY MANUFACTURER (Including Importers and Wholesalers) REQUIREMENTS & CREDITS TABLE

DRAFTED February 2015

Mandatory Requirements:

	Operations
	Sustainability statement available in the public domain, and implementation plan in place
	Energy-use reduction plan in place – please attach with the baseline established in advance
	Have written Social Equity Codes of Conduct for employee relations & for supplier relations
	Product
	Procurement policy and systems in place to ensure lowest adverse impact inputs and processes – attach description.
	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 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/
	No PBDE in foams used.
	Proof that at least 5% of textiles are eco-friendly
	Outreach
	Link from corporate website homepage to SFC website

Recognition is offered at the Bronze, Silver, Gold, or Platinum level, depending on how many credits are earned. There are 8 mandatory points and 260 credit points available with 3rd party certification.

Platinum = mandatory requirements plus 75% applicable points

Gold = mandatory requirements plus 50% applicable points

Silver = mandatory requirements plus 35% applicable points

Bronze = mandatory requirements plus 20% applicable points, and a written commitment to move to Silver within 3 years

Please note that all percentages are of sales, unless otherwise noted. Also note that our website provides definitions from our Glossary, so terms that may not be familiar are clarified. We have worked to simplify the document. Requirements are divided into sections: Operations, covering energy use reduction and employee relations; Product, covering choices in materials and production processes; and Outreach, covering Marketing, Education, and other Community Outreach efforts. Points must come from each section. Third-party certification of any point automatically doubles it. SMaRT Sustainable Furniture Certification, which allows four optional levels of achievement based on credits earned, covers all points in this chart and can be submitted on its own for Platinum Exemplary recognition. Other certifications, such as Cradle to Cradle Certification may also cover all points. Please attach scans of certificates, and all other documentation.

The innovation credit is to be used to account for practices not thoroughly covered in the table below. SFC encourages innovation across the Triple Bottom Line.

To apply, contact Susan Inglis, SFC Executive Directly	susan@sustainablefurnishings.org ; 252 368 1098
Company Name:	Email:
Contact:	Phone:

	Credit (for Operations/Product/Outreach)	Credit Points (without certification)	Additional Credit Points (with certification)	Total Credits Points
	NB: Unless otherwise noted, percentage is of SALES			
	NB: Certification on any point automatically doubles the credit points			
1.	Operations – 68 available points			
1.1.	Sustainability statement available in the public domain, and implementation plan in place	Mandatory		
1.2.	Energy-use reduction plan in place – please attach with the baseline established in advance	Mandatory		
1.3.	Have written Social Equity Codes of Conduct for employee relations & for supplier relations	Mandatory		
1.4.	For every 25% of renewable power (electricity &/or thermal) used that is sustainably generated on-site, 2 points	8	8	
1.5.	Manufacturing facility manages water with conservation policy and waste water treatment approach that accounts for different types of waste water	2	2	
1.6.	Provide a Living Wage for employees (75%, 1 point; 100%, 2 points)	4	4	
1.7.	Provide services to minimize transportation packaging waste, i.e.: blanket-wrap, carton return or recycling services.	2	2	
1.8.	Current Carbon Footprint report available in the public domain	4	4	
1.9.	All manufacturing & corporate facilities registered with AHFA ¹ 's EFEC ² program for pollution control	2	2	
1.10.a.	Conduct Benefit Corporation (B Corp) audit	4	4	
1.10.b.	Registered as a Benefit Corporation (B Corp)	2	2	
1.11.	Innovation credits must be applied for and approved and are submitted by applicants to address topics that will further the promotion of Sustainable Furnishings.	6	6	
2.	Product – 148 available points			
2.1.	Procurement policy and systems in place to ensure lowest adverse impact inputs and processes – attach description.	Mandatory		
2.2.	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.	Mandatory		
2.3.	Proof that independent Verification of Legal Compliancy (VLC) has been conducted for 100% of wood sourced from areas identified as "HIGH RISK" in the Global Risk Assessment tool: http://globalforestrisk.nepcon.net/ (attach)	Mandatory		
2.4.	No PBDE in foams used.	Mandatory		
2.5.	Proof that at least 5% of textiles are eco-friendly (attached); 1 additional point for every additional 5%	Mandatory; 10	10	
2.6.	For every 25% of inputs that come from vendors that are SFC members, 1 point	4	4	
2.7.	For every 25% of product that is sourced, manufactured, and distributed within a 500 mile radius, 1 point	4	4	
2.8.a.	For every 20% of wood that is PEFC, 1 point. NB: 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	5	5	
2.8.b.	For every 10% of production that is FSC CoC certified, 1 point		10	
2.8.c.	For every 10% of wood that is sourced within 500 miles, 1 point	10	10	

¹ American Home Furnishings Alliance

² Enhancing Furniture's Environmental Culture

2.9.	For every 25% of product certified organic, 1 point	4	4	
2.10.	For every 25% of materials that are bio-based, 1 point	4	4	
2.11.	For every 25% of materials that are recycled or reclaimed materials, 1 point	4	4	
2.12.	To ensure VOC emissions are minimized, internal testing shows that when shipped, chemical emissions are no greater than half the established chronic reference exposure level (CREL)	1	1	
2.13.	To ensure reduction of toxic and other pollutants across all waste streams, document that Stockholm Convention Persistent Organic Pollutants are not present in the product or production processes.	1	1	
2.14	Submit a complete Health Product Declaration, using the form at http://hpdcollaborative.org , a free and open standard for reporting ingredients and hazards	4	4	
2.15.	For every 25% of foam that is natural latex, or recycled, 1 point	4	4	
2.16.	Submit an ISO-compliant Life Cycle Assessment (LCA) for at least one product platform	6	6	
2.17	For every 10% of product that is Cradle to Cradle certified, 1 point		10	
2.18.	Innovation credits must be applied for and approved and are submitted by applicants to address topics that will further the promotion of Sustainable Furnishings.	3	3	
3.	Outreach – 44 available points			
3.1.	Link from corporate website homepage to SFC website	mandatory		
3.2.	Regularly display the SFC member seal in ads, on showroom door, in catalogs	10		
3.3.	Regularly conduct annual educational training within your operation and in the broader community. (Attach description for current year)	8		
3.4.	Majority of marketing and/or Sales staff achieved GREEN AP for completion of GREENleaders Certified Sustainability Training	10		
3.5.	Regularly lead the creation and implementation of “green” initiatives in the local community &/or service area, as well as participate in on-going events (Attach description for current year)	4		
3.6	Innovation credits must be applied for and approved and are submitted by applicants to address topics that will further the promotion of Sustainable Furnishings.	12		
TOTAL				

Annex

SFC OBJECTIVE CRITERIA FOR BENCHMARKING EXEMPLARY STANDARDS

September 2013

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 impact priorities, which emphasize Triple Bottom Line thinking
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 your customers 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 100%"
 - 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 standard of local drinking water regulation quality.
- Produce a list of chemical inputs, as in a Health Product Declaration, for each step in the textile production process from field or polymer creation to finished fabric.
- 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 Organization are observed
- Traceability through acceptable standards for chain of custody (CoC) that:
 - Require verification of geographic origin of fiber
 - Require independent verification of the accuracy of documentation provided by suppliers
 - Require a direct connection between the labeled products and the certified fibers and yarns
 - Provide clear CoC from material source 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:

- Global Organic Textile Standard (GOTS)
- Oeko Tex 100 Plus acceptable CoC
- Sustainable Biodegradable Product (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

Other:

- Examples of services to eliminate transportation packaging waste include blanket-wrap, carton return, avoidance of unrecyclable plastics, and recycling services.
- Community outreach can include geographic community, business community, etc.
- Minimizing Indoor VOC Emissions includes monitoring for all chemicals of concern, including formaldehyde.
- Reducing toxic Waste pollution includes monitoring for the presence of Persistent Organic Pollutants identified by the Stockholm Convention
- An effective written Social Equity Code of Conduct as a baseline for employee relations covers payment of fair wages and provision for healthcare.

Detail on Low VOC Requirements:

- **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 1/2 the chronic reference exposure level (CREL) established by California Office of Environmental Health Hazard Assessment (OEHHA), except formaldehyde which shall not exceed 1/2 the OEHHA indoor chronic reference exposure level (REL). Testing shall be in accordance with CA/DHS/EHLB/R- 174 - *Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers.*
- **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 – *Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small Scale Environmental Chambers.*
- **Minimize Formaldehyde Emissions.** 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. <http://www.arb.ca.gov/regact/2007/compwood07/fro-atcmfin.pdf>

- **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 1/2 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 - Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers. <http://www.arb.ca.gov/regact/2007/compwood07/fro-atcmfin.pdf>
- **Minimize Indoor Formaldehyde Emissions:** "Formaldehyde Free" must conform to Greenguard requirements:
 1. **Verification Requirements:** Products verified as formaldehyde free must be certified under one of UL Environmental's low emitting product certification programs following methods and procedures governed by UL's ISO 65 Certification Body Accreditation.
 2. **Testing Requirements:** For a product or material to be verified as formaldehyde free, product samples must have a measured formaldehyde emission factor of less than or equal to 5 µg/m²•hr at 24 elapsed exposure hours or 3 µg/m²•hr at 336 elapsed exposure hours. An emission factor of 5 µg/m²•hr, corresponds to a measured chamber concentration of 2.5 µg/m³ for a typical loading ratio of 0.5 m²/m³. This chamber concentration is comparable to, or below, typical outdoor air concentrations. This demonstrates that formaldehyde exposure from products labeled as formaldehyde free will not contribute airborne formaldehyde at levels greater than those found in the natural outdoor environment. Emissions must be measured following the testing requirements found in GGTM.P066, "Standard Method for Measuring and Evaluating Chemical Emissions from Building Materials, Finishes, and Furnishings using Dynamic Environmental Chambers" by an accredited technical body. These testing and measurement methodologies are consistent and comply with California Department of Public Health's CDPH/EHLB/Standard Method V1.1 "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," (CA Section 01350).
- **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: 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).

For guidance on VOC's from finishes, refer to South Coast Air Quality Management District (SCAQMD) and standards: http://www.aqmd.gov/prdas/coatings/table_of_standards.htm

Legally Binding Certification (from SMaRT. Reproduced with permission)

The applicant must sign one of the optional certifications below attesting that the information submitted in this application is truthful and not misleading and that the certification is publicly available on the applicant's web site. This documentation may include any accurate product information useful for purchasers and specifiers including marketing and sales information. Use of this certification allows the Council to include many more entities from the furniture industry, improves diligence in applications, and greatly facilitates SFC's important verification process.

1. Express Warranty or Equivalent Option. Furniture suppliers, retailers and manufacturers adhering to this standard expressly warrant in this certification:

"The furniture vendor/manufacture expressly warrants as part of its purchase agreement, that the data and responses to the information requests of this standard are accurate and reliable to the best of the building product vendor's/manufacture's knowledge."

_____ Date

Name & Title of Company Representative

_____ Phone & Email

Address

This express warranty is a general requirement for adherence to this standard; this warranty and its documentation will be publicly available and placed on the applicant's or a third party's web site.

2. Equivalent Option. An equivalent option can be used satisfying this certification, in lieu of providing the express warranty above for general adherence to this standard. To do this, the furniture supplier, manufacturer or retailer must certify in writing below that their communications regarding this standard and applicable sections, comply with the Federal Trade Commission *Environmental Marketing Guides* at 16 C.F.R. Part 260 (1998) for accurate, reliable, and documented communications: <http://www.ftc.gov/bcp/gnrule/guides980427.htm>.

This certification must also state that "both the express and implied meaning of the certification about the data, responses to information, and provisions of the standard, is reasonable and based on competent and reliable scientific evidence prepared by qualified professionals in the relevant area, using procedures to produce accurate and reliable results."

_____ Date

Name & Title of Company Representative

_____ Phone & Email

Address

See 16 C.F.R. § 260.5. Further, such certification and its documentation will be publicly available and placed on the applicant's or third party's web site.