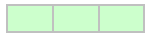


BIFMA Sustainability Assessment Standard Self-Assessment Checklist

Assessment Scope:

Yes	?	No			Possible Points	27	Corporate	Facility	Product
0	0	0	5.0 Materials						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.1 Prereq.	Design for Environment Program	Required		x	x	x
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.2	Climate Neutral Materials	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.3	Use of Life Cycle Assessment					
			5.3.1	<input type="checkbox"/> Apply at least two of the four elements in ISO 14040 during product design	1				1
			5.3.2	<input type="checkbox"/> Evidence that a company has completed an LCA utilizing all four components outlined in ISO 14040	1				1
			5.3.3	<input type="checkbox"/> Evidence that a company has completed an independent third party peer review of its LCA	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.4	Increase Material Use Efficiency					
			5.4.1	<input type="checkbox"/> Facility material efficiency of 80%	1				1
			5.4.2	<input type="checkbox"/> Facility material efficiency of 90%	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.5	Biobased Renewable Materials - Excluding Wood					
			5.5.1	<input type="checkbox"/> Select renewable materials for use as an integral component of the product	1				1
			5.5.2	<input type="checkbox"/> Ensure that renewable material production waste is composted or recycled	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.6	Biobased Renewable Materials - Sustainable Wood					
			5.6.1 Base	<input type="checkbox"/> 50% of the total wood weight of the product is compliant to a qualified organizations sustainable forest practices, <input type="checkbox"/> A minimum of 20% of the total wood weight of the product is compliant to FSC sustainable forest practices	1				1
			5.6.2 Adv.	<input type="checkbox"/> 75% of the total wood weight of the product is compliant to a qualified organizations sustainable forest practices, <input type="checkbox"/> A minimum of 30% of the total wood weight of the product is compliant to FSC sustainable forest practices	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.7	Recycled Content					
			5.7.1 Base	<input type="checkbox"/> 40% (post-consumer + 1/2 post -industrial) or meet EPA Procurement Guidelines	1				1
			5.7.2 Adv.	<input type="checkbox"/> 50% (post-consumer + 1/2 post-industrial) or exceed EPA Procurement Guidelines by 20%	1				1
			5.7.3	<input type="checkbox"/> Packaging	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.8	Recyclable and Biodegradable Materials					
				<input type="checkbox"/> Measurement & Viability: Identify and quantify the amount of recyclable & biodegradable materials in the product.	1				1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.9	Finished Product Packaging					
				<input type="checkbox"/> Procedures are in place and used that either minimize materials, reduce toxicity, promote reuse	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit 5.10	Extended Product Responsibility					
			5.10.1	<input type="checkbox"/> Design for Durability/Upgradeability	1	1			
			5.10.2	<input type="checkbox"/> Design for Remanufacturing	1				1
			5.10.3	<input type="checkbox"/> Design for Recycling	1				1
			5.10.4	<input type="checkbox"/> Other facilitation efforts					
			5.10.4.1	<input type="checkbox"/> Research on recovery options	1	1			
			5.10.4.2	<input type="checkbox"/> Buy-back, take-back, leasing	2	2			

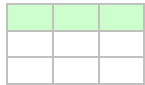


Credit 5.11

Solid Waste Management

- 50% solid waste diversion goal
- 100% solid waste diversion goal

1	1
1	1



Credit 5.12

Water Management

- 5.12.1 Water Inventory
- 5.12.2 Water Efficiency
- 5.12.3 Wastewater Discharge

1	1
1	1
2	2

Yes ? No

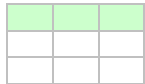
0	0	0
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6.0 EnergyPossible Points **25** Corporate Facility Product

6.1 Prereq.

Develop Energy Policy

Required x

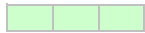


Credit 6.2

Building Energy Performance

- 6.2.1 Conduct for single mfg. facility
- 6.2.2 Conduct for up to three other facilities

1	1
3	3

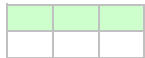


Credit 6.3

Energy Star Equivalency

- 6.3.1 Energy Star equivalency of at least 60 for mfg or final assembly facility
- 6.3.2 Energy Star equivalency of at least 60 for up to three other facilities

2	2
3	3

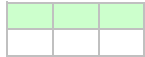


Credit 6.4

Embodied Energy

- 6.4.1 Cradle-to-Gate Analysis
- 6.4.2 Gate-to-Gate Analysis
- 6.4.3 Gate-to-Gate - 10% Reduction

1	1
1	1
1	1

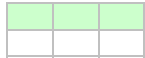


Credit 6.5

Finished Product Energy Consumption

- 6.5.1 Lighting products to meet California Title 24

1	1
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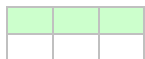


Credit 6.6

Transportation

- 6.6.1 Voluntary Transportation Program
- 6.6.2 Carrier and shipper emission reduction strategies

1	1
1	1

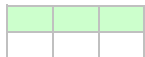


Credit 6.7

On-site and Off-site Renewable Energy

- 6.7.1 1% on-site energy OR 5% off-site renewable energy
- 6.7.2 2% on-site energy OR 10% off-site renewable energy
- 6.7.3 3% on-site energy OR 15% off-site renewable energy
- 6.7.4 4% on-site energy OR 20% off-site renewable energy

1	1
1	1
1	1
1	1



Credit 6.8

Greenhouse Gases

- 6.8.1 Greenhouse Gases Inventory Baseline
- 6.8.2 Greenhouse Gas Reduction by 2%
- 6.8.3 Greenhouse Gas Reduction by 4%
- 6.8.4 Greenhouse Gas Reduction by 6%
- 6.8.5 Greenhouse Gas Voluntary Reporting Program

1	1
1	1
1	1
1	1
2	2

Yes ? No

0	0	0
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7.0 Human and Ecosystem HealthPossible Points **27** Corporate Facility Product

Prereq 7.1.1

Compliance Demonstration - Compliance with applicable environmental requirements

Required x

Prereq 7.1.2

Key Chemical, Risk, & Environmental Mgt System - Establish environmental policy

Required x

	Credit 7.2	Environmental Management System - Compliance with ISO14001 or equivalent	2	2
	Credit 7.3	Chemical Management Plan - facility <input type="checkbox"/> Have a system in place to acquire, use, store, etc. chemicals OR <input type="checkbox"/> Adopt a chemical hazard recognition plan OR <input type="checkbox"/> Have a documented emergency response plan in place	1	1
	Credit 7.4	Effects of Process and Product Chemicals		
	7.4.1	Product Level [Material specification] <input type="checkbox"/> Identify all chemicals down to 0.1% (by weight) for 75% of product weight <input type="checkbox"/> Identify all chemicals down to 0.1% (by weight) for 95% of product weight <input type="checkbox"/> Identify all chemicals down to 0.1% (by weight) for 99.9% of product weight <input type="checkbox"/> Identify all chemicals down to 0.1% (by weight) for 99.99% of product weight	1 1 1 1	1 1 1 1
	7.4.2	Process Level (process chemicals) - Identify 50% (by \$) of all process chemicals down to 0.1% used directly in the manufacture of the product	1	1
	7.4.3	Maintenance/Operation Level - Identify 50% (by \$) of all maintenance & operating chemicals down to 0.1% not directly used in the manufacture of the product	1	1
	7.4.4	Chemical Reduction Strategy - Develop a strategy to reduce the use of materials and processes that have significant life cycle impacts	1	1
	Credit 7.5	Reduction/elimination of chemicals of concern		
	7.5.1	Reduction from products <input type="checkbox"/> Persistent, Bioaccumulative and Toxic (PBT) <input type="checkbox"/> Very Persistent, Very Bioaccumulative (vPvB) <input type="checkbox"/> Carcinogen, Mutagen, Reproductive Toxicant (CMR) <input type="checkbox"/> Endocrine Disruptors (ED)	2 2 2 2	2 2 2 2
	7.5.2	Reduction from processes - Reduction or elimination of chemicals that are recognized as being: Persistent, Bioaccumulative and Toxic (PBT); Very Persistent, Very Bioaccumulative (vPvB); a Carcinogen, Mutagen, Reproductive Toxicant (CMR); an Endocrine Disruptors (ED); Eutrophication; other recognized significant life cycle impact category	4	4
	7.5.2.1	<input type="checkbox"/> Demonstrate a 10-19% reduction in chemical(s) in one or more of the above categories <input type="checkbox"/> Demonstrate a 20-29% reduction in chemical(s) in one or more of the above categories <input type="checkbox"/> Demonstrate a 30-39% reduction in chemical(s) in one or more of the above categories <input type="checkbox"/> Demonstrate a reduction of 40% or more in chemical(s) in one or more of the above categories		
	7.5.2.2	Document that processes do not contain any chemical of concern at a concentration greater than 1000 ppm <input type="checkbox"/> Persistent, bioaccumulative, and toxic (PBT) <input type="checkbox"/> Very persistent, very bioaccumulative (vPvB) <input type="checkbox"/> Carcinogen, mutagen, or reproductive toxicant (CMR) <input type="checkbox"/> Endocrine disruptor (ED) <input type="checkbox"/> Eutrophic <input type="checkbox"/> Any other recognized significant life-cycle impact category that impacts human or ecosystem health		
	7.5.3	Reduction from Maintenance/Operation	1	1
	7.5.4	Reduction of Hazardous Waste and Emissions		
	7.5.4.1	Hazardous Waste	1	1

- Reduce the amount of hazardous waste generated by at least 20% on a per unit basis over 3 years, OR
- Demonstrate that there is no hazardous waste generated in the process of manufacturing the product.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.5.4.2	Air Emissions	1	1	
				<input type="checkbox"/> Reduce hazardous air pollutants from the manufacturing of the product by at least 20% on a per unit basis			
				<input type="checkbox"/> Demonstrate that there are no hazardous air pollutants released in the process of manufacturing the product			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 7.6	Low Emitting Furniture - Systems Furniture, Seating and Individual Furniture Components			
				<input type="checkbox"/> Furniture emissions shall meet the emission requirements of the BIFMA X 7.1 Standard at 168hr	1		1
				<input type="checkbox"/> Furniture emissions shall meet the individual VOC criteria listed in California Section 01350 at 336hr	1		1

Yes	?	No			Possible Points	10	Corporate	Facility	Product
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.0 Social Responsibility						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prereq 8.1.1	Employee Health and Safety Management	Required			x	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prereq 8.1.2	Labor and Human Rights	Required			x	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 8.2	Policy on Social Responsibility - Have a documented policy	1	1			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 8.3	External Health and Safety Management Standard - Conform to a public health & safety mgt system	1			1	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 8.4	Diversity Program - Have documents procedures	1			1	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 8.5	Engage in community outreach and involvement - Ability to demonstrate volunteer efforts	1	1			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 8.6	Social Responsibility Reporting - Publish a public report	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Social Responsibility Reporting - Publish a public report based on a recognized guideline	2	2			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit 8.7	Supply Chain					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.7.1	Extend Social Responsibility Expectations into Supply Chain - Establish a tool containing criteria	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.7.2	Extend Social Responsibility Expectations into Supply Chain - Provide documentation from 75% of Tier I supplie	2	2			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Totals		Possible Points 89		19	36	34

Comments:
√ indicates option chosen.