

Preliminary Sustainable Office Furniture Assessment (SOFA) Standard Outline
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1. Purpose and Goals
2. Scope
3. References and Tools
4. Definitions
5. General Requirements
 - a. Life Cycle Assessment (LCA)
 - b. Energy conservation and renewable energy use
 - c. Use of bio-based materials
 - d. Product labeling and marking
 - e. Compliance of Product Platforms
6. Sustainable Furniture Evaluation Criteria – Products
 - a. Human & Ecosystem Health
 - i. Chemicals of Concern (throughout product life cycle)
 1. Cross-referenced hazardous chemical list(s)
 2. Minimize indoor VOC emissions
 - ii. Reduce Greenhouse Gases (GHGs) [LCA-based]
 - b. Energy (Renewable Energy and Energy Efficiency)
 - i. Inventory energy use (related to the product)
 1. Product manufacturing, assembly, transport impacts
 2. Production facility impact
 3. Supply chain energy use
 4. Energy per unit of product
 - ii. Reductions
 - c. Biobased or recycled materials
 - i. Inventory of biobased or recycled materials (weight %)
 - d. Reclamation, sustainable reuse and end of life management
 - i. Reclamation program – closed loop
 - ii. Product durability/Performance
 - iii. Take-back or other end-of-life strategies (e.g. warranties, leasing)
 - iv. Remanufacturing
 - v. Biodegradation
 - e. Design for Environment (DFE) Elements
 - i. DFE Process
 - ii. LCA process (e.g. ISO 14040-14048)
 - iii. Design for durability/flexibility/longevity
 - iv. Labeling to facilitate recycling/reuse
 - v. Packaging requirements
 - vi. Avoid downcycling
 - vii. Control first costs via integrated design
 - viii. Design for disassembly to avoid disposal costs
 - f. Innovation
 - i. Dematerialization, Energy Efficiency
7. Sustainable Furniture Evaluation Criteria – Facilities/Companies
 - a. Human & Ecosystem Health
 - i. Chemical Strategy Policy
 - ii. Chemical Inventory – Facility
 - iii. Chemicals of Concern - Facility
 1. Emissions
 2. Material substitution (e.g. safer alternatives)
 3. Account for carcinogens

- iv. Chemical Use– Supply Chain
 - 1. Supplier use of chemicals of concern
 - 2. Material substitution (e.g. safer alternatives)
 - b. Renewable Energy and Energy Efficiency
 - i. Inventory energy use
 - ii. Strategy for continual improvement (e.g. Energy Star)
 - iii. Measure GHG emissions
 - iv. Use of renewable energy
 - c. Water management
 - i. Inventory water use – [e.g. process, irrigation, stormwater, sanitary, cooling (contact and non-contact)]
 - ii. Gallons per unit of production
 - iii. Water scarcity/availability (local condition)
 - iv. Effluent discharge characterizations
 - d. Corporate Responsibility
 - i. EMS and publicly available targets
 - 1. EMS Certification
 - ii. Policy on social responsibility
 - iii. Workplace safety
 - iv. Social Indicator Reporting (e.g. Global Reporting Initiative-GRI)
 - v. Governance diversity
 - vi. Local/Regional ecosystem support
 - vii. Supply chain social accountability
 - 1. Supply chain reporting
 - 2. Communicate core values to suppliers
 - 3. Reporting (e.g. GRI)
 - viii. Community Outreach/Involvement
 - 1. Volunteer work
 - 2. Training
 - 3. Stakeholder involvement in decision-making
 - ix. Documenting change management
 - 1. product development
 - 2. cost/benefits for change management
 - e. Innovation
 - i. Energy
 - 1. Efficiency
 - 2. Credits for off-sets
- 8. Assessment Matrices
- 9. Compliance with Standard
 - a. Declaration
 - b. Communications
- 10. Appendices
 - a. Material-Specific Requirements/Materials LCA Database
 - i. Steel
 - ii. Aluminum
 - iii. Textiles
 - iv. Wood
 - v. Composites
 - vi. Plastics
 - vii. Fiberglass
 - viii. Paper
 - ix. Adhesives
 - x. Paints and Coatings
 - xi. Flexible Foams