

Annex D - Scorecard (Normative)

**Business and Institutional Furniture Sustainability Standard
Scorecard**

Assessment Scope:								
Yes	?	No	Section	Possible points	Organization	Facility	Product	
			5 Materials	26				
			5.1 Prereq. Design for Environment Program		Required	Required	Required	
			5.2 Climate Neutral Materials				1	
			5.3 Life Cycle Assessment					
			5.3.1 Apply first two of the four elements in ISO 14040 during product design				1	
			5.3.2 Evidence that a company has completed an LCA utilizing all four components outlined in ISO 14040				1	
			5.3.3 Evidence that a company has completed an independent third party peer review of its LCA				1	
			5.4 Efficient Use of Materials					
			5.4.1 Material efficiency of 60%				1	
			5.4.2 Material efficiency of 70%				1	
			5.5 Rapidly Renewable Materials					
			5.5.1 Select renewable materials for use as an integral component of the product				1	
			5.5.2 Ensure that renewable material production waste is composted or recycled				1	
			5.6 Biobased Renewable Materials - Sustainable Wood					
			5.6.1 Basic 50% of the total wood weight of the product is compliant to a qualified organizations sustainable forest practices, OR				1	
			A minimum of 20% of the total wood weight of the product is compliant to FSC sustainable forest practices					
			5.6.2 Adv. 75% of the total wood weight of the product is compliant to a qualified organizations sustainable forest practices, OR				1	
			A minimum of 30% of the total wood weight of the product is compliant to FSC sustainable forest practices					
			5.7 Recycled Content					
			5.7.1 Basic 30% (post-consumer + 1/2 post -industrial) or meet EPA Procurement Guidelines				1	
			5.7.2 Adv. 50% (post-consumer + 1/2 post-industrial) or exceed EPA Procurement Guidelines by 20%				1	

Yes	?	No	Section	Possible points	Organization	Facility	Product
			5.7.3 Packaging				1
			5.8 Recyclable and Biodegradable Materials				
			Measurement & Viability: Identify and quantify the amount of recyclable & biodegradable materials in the product.				1
			5.9 Extended Product Responsibility				
			5.9.1 Design for Durability/Upgradeability				1
			5.9.2 Design for Remanufacturing				1
			5.9.3 Design for Recycling				1
			5.9.4 Other facilitation efforts				
			5.9.4.1 Research on recovery options		1		
			5.9.4.2 Buy-back, take-back, leasing as part of strategy		1		
			5.9.4.2 Buy-back, take-back, leasing implementation		1		
			5.10 Solid Waste Management				
			100% solid waste diversion goal		1		
			100% solid waste diversion achievement		1		
			5.11 Water Management				
			5.11.1 Water Inventory			1	
			5.11.2 Water Efficiency			1	
			5.11.3 Wastewater Discharge			2	
			6 Energy and Atmosphere	25			
			6.1 Prereq. Develop Energy Policy		Required		
			6.2 Building Energy Performance Baseline				
			6.2.1 Conduct for single mfg. facility			1	
			6.2.2 Conduct for up to two other facilities			2	
			6.3 Building Energy Performance Rating				
			6.3.1 Energy Star equivalency of at least 60 for mfg or final assembly facility			2	
			6.3.2 Energy Star equivalency of at least 60 for up to three other facilities			2	
			6.4 LEED Certified Facility				
			6.4.1 LEED certified facility(s) 1 or 2 points available			2	
			6.5 Embodied Energy				
			6.5.1 Cradle-to-Gate Analysis				1
			6.5.2 Gate-to-Gate Analysis				1
			6.5.3 Gate-to-Gate - 10% Reduction				1
			6.6 Finished Product Energy Consumption				
			6.6.1 Lighting products to meet California Title 24				1

Yes	?	No	Section	Possible points	Organization	Facility	Product
			6.7 Transportation				
			6.7.1 Inbound Transportation		1		
			6.7.2 Outbound Transportation		1		
			6.8 On-site and Off-site Renewable Energy				
			6.8.1 1% on-site energy OR 5% off-site renewable energy			1	
			6.8.2 2% on-site energy OR 10% off-site renewable energy			1	
			6.8.3 3% on-site energy OR 15% off-site renewable energy			1	
			6.8.4 4% on-site energy OR 20% off-site renewable energy			1	
			6.9 Greenhouse Gases				
			6.9.1 Greenhouse Gases Inventory Baseline			1	
			6.9.2 Greenhouse Gas Reduction by 2%, or 4% (normalized)			1	
			6.9.3 Greenhouse Gas Reduction by 4%, or 8% (normalized)			1	
			6.9.4 Greenhouse Gas Reduction by 6%, or 12% (normalized)			1	
			6.9.5 Greenhouse Gas Voluntary Reporting Program		2		
			7 Human and Ecosystem Health	29			
			7.1.1 Prereq Demonstration of Compliance - Compliance with applicable environmental requirements		Required		
			7.1.2 Prereq Key Chemical, Risk, & EMS Policies - Establish environmental policy		Required		
			7.2 ISO 14001 or equivalent			2	
			7.3 Chemical Management Plan - Facility			1	
			Have a system in place to acquire, use, store, etc. chemicals OR				
			Adopt a chemical hazard recognition plan OR				
			Have a documented emergency response plan in place				
			7.4 Effects of Product, Mfg. Process and Maintenance Chemicals				
			7.4.1 Product Level [Material specification] (maximum)				4
			7.4.1.1 Basic MSDS reportable chemicals up to 95% of final product weight (1 point); OR				
			7.4.1.2 Inter. Chemicals of Concern list to 100 ppm for materials that add up to 99% of product weight (3 points); OR				
			7.4.1.3 Adv. All chemicals down to 100 ppm; 75% of prod weight (2 points), 90% of prod weight (3 points), 99.9% (4 points)				
			7.4.2 Mfg. Process Level (process chemicals) - Identify all process chemicals down to 1000 ppm used directly in the manufacture of the product			1	

Yes	?	No	Section	Possible points	Organization	Facility	Product
			7.4.3 Maintenance/Operation Level - Identify 50% (by \$) of all maintenance & operating chemicals not directly used in the manufacture of the product			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	
			7.5 Reduction/elimination of chemicals of concern				
			7.5.1 Elimination from products				
			Persistent, Bioaccumulative and Toxic (PBT)				2
			Reproductive Toxicant;				2
			Carcinogen;				2
			Endocrine Disruptors (ED)				2
			7.5.2 Reduction or Elimination from processes - Reduction or elimination of chemicals of concern (maximum)			4	
			7.5.2.1 Demonstrate a 5 - 9% reduction (absolute) or a 10-19% reduction in chemical(s) of concern				
			Demonstrate a 10 - 15% reduction (absolute) or a 20-29% reduction in chemical(s) of concern				
			Demonstrate a 16 - 19% reduction (absolute) or a 30-39% reduction in chemical(s) of concern				
			Demonstrate a reduction of 20% or more (absolute) or 40% or more in chemical(s) of concern				
			7.5.2.2 Document that processes do not contain any chemical of concern at a concentration greater than 1000 ppm				
			Persistent, Bioaccumulative and Toxic (PBT)				
			Reproductive Toxicant;				
			Carcinogen;				
			Endocrine Disruptors (ED)				
			7.5.3 Reduction from Maintenance/Operation			1	
			7.5.4 Reduction of Hazardous Waste and Air Emissions				
			7.5.4.1 Hazardous Waste				
			Finishing and Assembly			1	
			Fabrication			1	
			7.5.4.2 Air Emissions				
			Finishing and Assembly			1	
			Fabrication			1	

Yes	?	No	Section	Possible points	Organization	Facility	Product
			7.6 Low Emitting Furniture - Systems Furniture, Seating and Individual Furniture Components				
			Furniture emissions shall meet the emission requirements of the BIFMA X 7.1 Standard at 168hr				1
			Furniture emissions shall meet the individual VOC criteria listed in California Section 01350 at 336hr				1
			8 Social Responsibility	10			
			8.1.1 Prereq Employee Health and Safety Management			Required	
			8.1.2 Prereq Labor and Human Rights			Required	
			8.2 Policy on Social Responsibility - Have a documented policy		1		
			8.3 External Health and Safety Management Standard - Conform to a public health & safety mgt system			1	
			8.4 Inclusiveness - Have documented policy			1	
			8.5 Engage in community outreach and involvement - Ability to demonstrate volunteer efforts		1		
			8.6 Social Responsibility Reporting - Publish a public report		1		
			Social Responsibility Reporting - Publish a public report based on a recognized guideline		2		
			8.7 Supply Chain				
			8.7.1 Basic Extend Social Responsibility Expectations into Supply Chain - Establish supplier assessment tool		1		
			8.7.2 Adv. Extend Social Responsibility Expectations into Supply Chain - Responses from 75% of direct material spend		2		
			Comments: √ indicates option chosen. Totals	90	17	38	35