



**CHPS Sustainable Products Database**  
Specifications for Product Inclusion  
Last Update: Version 1.1

## Procedures and Minimum Standards for Product Inclusion into the CHPS Database

### Note to Manufacturers:

Welcome to the CHPS Sustainable Products Database. This document was created to help you submit your products to the database and to understand the requirements for each particular claim. Within each claim, or section of this document, you will be able to identify the requirements per the “quality” of your claim and the required documentation that will need to be uploaded to the CHPS site in order to be listed on the database. The CHPS product database orders products according to the following ranking system:

1. Products that have undergone a life cycle assessment
2. Products that have been tested by an independent laboratory
3. Products that have been certified within a multi-attribute framework (such as NSF 140)
4. Products with third-party certified single attribute claims (such as certified organically grown).
5. Products that have no level of certification (also known as “self-declared” claims)

A single product can have more than one claim. For example, a particular product can be considered a Low-Emitting Material and claim to have a certain percentage of recycled content. In this example, you would need to consult both the Low-Emitting Materials and Recycled Content sections of this document to understand the minimum standards and the documentation required by CHPS to maintain these claims. Additionally, the product in question can be listed on the database under the Recycled Content section of the database without being third-party certified. However, the product will be ranked lower on the list if there are other products that have been third-party certified. It is up to you, as the manufacturer, to determine what level of “quality” your claims will have and where your product ranks on the list. Any flags that appear next to your product listing are there to inform end-users of any potential environmental considerations regarding the product. These can be removed based on the level of certification that is met.

Each claim and level of certification has a minimum set of standards particular to that claim. You will need to ensure that the certificates and reports are constructed according to these standards. This document also provides some initial direction when trying to identify independent laboratories and third-party certifiers that are capable of certifying the product to the standards identified. The laboratories and third party certifiers listed are for information only and are not endorsed or certified by CHPS. Other laboratories and third party certifiers can be used as long as they are capable of performing product audits and/or testing according to these standards listed per claim. It is highly recommended that any laboratory or certifier a manufacturer chooses to employ, be cleared for use by CHPS in order to ensure inclusion into the database.

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**CLAIMS AND LEVELS OF CERTIFICATION:**

**A for EQ2.2 - Low Emitting Materials:**

**1. Laboratory Testing:**

- a. Fill out the downloadable documents below
    - Required Documents for Documentation (can be found on CHPS Website)
      - a. Submittals Form.pdf
      - b. Sample Lab Cert Letter.doc
      - c. Sample Lab Report.doc
    - Optional Documents
      - a. Confidentiality Agreement.pdf
  - b. Contact one of the approved independent laboratories listed below\*:
    - Berkeley Analytical Associates  
815 Harbour Way South, Suite 6,  
Richmond, CA 94804  
telephone 510.236.2325; fax 510.236.2335  
e-mail [berkeleyanalytical@att.net](mailto:berkeleyanalytical@att.net)  
<http://www.berkeleyanalytical.com/>
    - Air Quality Sciences, Inc.  
1337 Capital Circle  
Atlanta, GA 30067  
telephone 770.933.0638; fax 770.933.0641  
e-mail [info@ags.com](mailto:info@ags.com)  
<http://www.ags.com>
    - Materials Analytical Services  
3945 Lakefield Court  
Suwanee, GA 30024  
770.866.3200 (phone)  
770.866.3259 (fax)  
e-mail [jthomas@mastest.com](mailto:jthomas@mastest.com)  
[www.mastest.com](http://www.mastest.com)
- \* These laboratories are listed for information only and are not endorsed or certified by CHPS. Other laboratories that are ISO 17025 Certified and capable of performing chamber testing (as outlined by the specification) can be used. It is highly recommended that any laboratory a manufacturer chooses to employ to perform testing that is not listed above, be cleared for use by CHPS prior to testing in order to ensure inclusion into the database.*
- c. Once tested, the lab will provide a certification letter and lab report indicating the product meets the Section 01350 requirements for use in a typical classroom. Sample letters and reports are available on the CHPS website. The electronically accessible laboratory report must contain all of the required elements listed in Section 5 of the CDHS Standard Practice 01350 including but not limited to:
    - Dimensions and exposed area of tested material/product.
    - Chamber size and test conditions including the chamber flow rate
    - Measured chamber test iVOC concentrations including formaldehyde and other aldehydes.
    - Calculated emission factors for iVOCs and formaldehyde and other aldehydes.
    - Calculated classroom concentrations for iVOCs and formaldehyde and other aldehydes and a list of the parameters used in the calculations.
  - d. The electronically accessible Laboratory Report must have a copy of the chain of custody paper work of the product tested.



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- e. The electronically accessible Laboratory Report must be signed by persons from the laboratory accepting responsibility for the contents of the report.
  - f. Submit laboratory data to CHPS that show that the product meets the required classroom concentrations of the CDHS Standard Practice and reporting the calculated room concentrations of the 10 most abundant peaks.
  - g. The manufacturer must also submit a signed letter (by a persons from the manufacturer accepting responsibility for the contents of the letter) stating the date the product was manufactured for testing and that the makeup of the product tested is representative of the makeup of other like products for retail and wholesale distribution in its current inventory and in all future manufacturing of that product. A sample letter can be downloaded from the CHPS website.
  - h. **Please note:** A product's certificate and laboratory report are valid for a maximum of two years. Products with expired certificates will be removed from the CHPS Database. Contracted laboratories shall include an expiration date of no longer than two years from the date the laboratory report was released to the client or as marked on the certificate itself. Products with expired certificates are required to have their products retested in order to remain on the CHPS Database. It is highly recommended that manufacturers contact their selected laboratories in advance of the certificate's expiration date in order to avoid a discontinuity in the product listing.
  - i. Proceed to **Appendix III - DATA INPUT**
- 2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**
- a. See Appendix **II - LCES**
  - b. Proceed to Appendix **III - DATA INPUT**
- 3. Additional Information**
1. *Additional Resources listed in CHPS Criteria: EQ 2.2*
    - CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes
    - CHPS Low-Emitting Materials Product List: [www.chps.net](http://www.chps.net).
    - State of California DHS, Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chamber: [www.dhs.ca.gov/iaq/VOCS/Practice.htm](http://www.dhs.ca.gov/iaq/VOCS/Practice.htm)
    - The following are currently available 3<sup>rd</sup>-party certifiers of low-emitting material products; check the CHPS web site to determine which listed products are acceptable:
      - 1) Carpet and Rug Institute: *Green Label Plus* [www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/index.cfm](http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/index.cfm).
      - 2) Greenguard Environmental Institute: *GREENGUARD Product Emission Standard For Children & Schools* [www.greenguard.org/Default.aspx?tabid=110](http://www.greenguard.org/Default.aspx?tabid=110)
      - 3) Scientific Certification Systems: *FloorScore*: [www.scscertified.com/iaq/floorscore.html](http://www.scscertified.com/iaq/floorscore.html) and *Indoor Advantage Gold* [www.scscertified.com/iaq/indooradvantage.html](http://www.scscertified.com/iaq/indooradvantage.html).



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**B for ME4.1 - Recycled Content**

**1. If pursuing a Self Declared Claim:**

- a. Download the CHPS Recycled Content Certification Form from the CHPS Website.
- b. Fill in all pertinent information including product name, % of recycled content, etc.
- c. Signature from an official representative of the company is required along with the date. This form states that the product submitted will be representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a new form to be submitted for the product.

d. Proceed to Appendix **III - DATA INPUT**

**2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**

- a. See Appendix **II - LCES**
- b. Proceed to Proceed to Appendix **III - DATA INPUT**

**3. If pursuing a Third Party Certification:**

- a. Contact an independent third party certifier\*:
  - 1) NSF International  
Attn: Susan "Petie" Davis  
Business Unit Manager, Sustainability Services  
NSF-International Strategic Registrations  
789 North Dixboro Road  
Ann Arbor, MI USA 48105  
(Office) 734-827-6810  
(Cell) 734-476-4273  
(Toll free) 888-NSF-9000
  - 2) Scientific Certification Systems (SCS)  
Eco Products Division - Material Content  
2200 Powell Street, Suite 725  
Emeryville, California 94608  
Toll Free: 1-800-Eco-Fact  
Phone: 510-452-8000  
Fax: 510-452-8001  
[www.scs-certified.com](http://www.scs-certified.com)
  - 3) Underwriters Laboratories, Inc.  
UL Environment Inc  
Attn: Chris Nelson  
333 Pfingsten Rd.  
Northbrook, IL 60062  
Phone: 1-888-4 UL GREEN  
Christopher.R.Nelson@ulenvironment.com  
<http://www.ulenvironment.com>

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

b. The certification body must be capable of performing all of the following:

- 1) Able to illustrate compliance with the criteria for rapidly renewable materials for building products as specified in the CHPS ME 4.2
- 2) Able to illustrate compliance with ISO Type 1 (14024) and Type 2 (14021) environmental labeling and declaration requirements and using ASTM E2129.



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- 3) Able to illustrate compliance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims:  
<http://www.ftc.gov/bcp/online/pubs/buspubs/epaclaims.htm>
  - 4) Execute audit processes and quality assurance elements that provide confidence of continuing conformance.
- c. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer demonstrating the accuracy of the manufacturer's recycled content claim.
  - d. The report must have a copy of the chain of custody paper work of the product tested.
  - e. The report must be signed by persons from the certification body accepting responsibility for the contents of the report.
  - f. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample letter is available at the CHPS website.
  - g. The following documents must be submitted to CHPS (at procedure step #5 below) by the manufacturer in order to be placed in the database with a third party certification status:
    - 1) Copy of the third party certificate.
    - 2) Copy of the original third party report with required information listed above.
    - 3) Confidentiality Agreement (available for download on CHPS website).
    - 4) Signed letter of future formulary adherence.
  - h. Proceed to Appendix **III - DATA INPUT**

**4. Additional Information:**

- a. Other Possible Database Standards for Verification or Certification:
  - 1) GS-43 Green Seal Environmental Standard for Recycled-Content Latex Paint
  - 2) ASTM D5663 - 97(2003) Standard Guide for Validating Recycled Content in Packaging Paper and Paperboard
- b. *Reference Resources in CHPS Criteria: ME 4.1*
  - F CHPS Best Practices Manual, Volume II: Interior Surfaces and Finishes Chapter.
  - G LEED™-NC 2.2 Reference Guide: Materials Credit 4: Recycled Content.
  - H California Integrated Waste Management Board (CIWMB) Recycled Content Products Directory: [www.ciwmb.ca.gov/rcp](http://www.ciwmb.ca.gov/rcp).
  - I State Agency Buy Recycled Campaign (SABRC) at [www.ciwmb.ca.gov/BuyRecycled/StateAgency/](http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/).
  - J The California Integrated Waste Management Board (CIWMB) Recycled-content Products Database allows you to search for a recycled-content product by product/brand name, company, or keyword. Each product in the database has information on the total recycled content as well as the post-consumer recycled content.
  - K US EPA's Comprehensive Procurement Guideline (CPG) Program: [www.epa.gov/cpg](http://www.epa.gov/cpg).
  - L CA Department of Toxic Substance Control TCLP and WET: [http://ccelearn.csus.edu/waste/class/mod6/mod6\\_05.html](http://ccelearn.csus.edu/waste/class/mod6/mod6_05.html)
  - M CA Department of Toxic Substance Control WET Procedures: [http://www.dtsc.ca.gov/LawsRegsPolicies/Title22/upload/OEARA\\_REG\\_Title22\\_Ch11\\_AppII.pdf](http://www.dtsc.ca.gov/LawsRegsPolicies/Title22/upload/OEARA_REG_Title22_Ch11_AppII.pdf)



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**C for ME4.2 - Rapidly Renewable**

**1. If pursuing a Self Declared Claim:**

- a. Download the CHPS Material Content Certification Form from the CHPS Website.
- b. Fill in all pertinent information including product name, rapidly renewable claim, etc.
- c. Signature from an official representative of the company is required along with the date. This form states that the product submitted will be representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a new form to be submitted for the product.
- d. Proceed to Appendix **III - DATA INPUT**

**2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**

- a. See Appendix **II - LCES**
- b. Proceed to Appendix **III - DATA INPUT**

**3. If pursuing a Third Party Certification:**

- a. Contact an independent third party certifier\*:
  - 1) Underwriters Laboratories, Inc.  
UL Environment Inc  
Attn: Chris Nelson  
333 Pfingsten Rd.  
Northbrook, IL 60062  
Phone: 1-888-4 UL GREEN  
Christopher.R.Nelson@ulenvironment.com  
<http://www.ulenvironment.com>

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. The certification body must perform all of the following:
  - 1) Able to illustrate compliance with the criteria for rapidly renewable materials for building products as specified in the CHPS ME 4.2
  - 2) Able to illustrate compliance with ISO Type 1 (14024) and Type 2 (14021) environmental labeling and declaration requirements and using ASTM E2129.
  - 3) Able to illustrate compliance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims:  
<http://www.ftc.gov/bcp/online/pubs/buspubs/epaclaims.htm>
  - 4) Execute audit processes and quality assurance elements that provide confidence of continuing conformance.
- c. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer demonstrating the accuracy of the manufacturer's claim.
- d. The report must have a copy of the chain of custody paper work of the product tested.
- e. The report must be signed by persons from the certification body accepting responsibility for the contents of the report.
- f. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample letter is available at the CHPS website.



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- g. The following documents must be submitted to CHPS by the manufacturer in order to be placed in the database with a third party certification status:
  - 1) Copy of the third party certificate.
  - 2) Copy of the original third party report with required information listed above.
  - 3) Confidentiality Agreement (available for download on CHPS website).
  - 4) Signed letter of future formulary adherence.
  
- h. Proceed to Appendix **III - DATA INPUT**

**4. Additional Information:**

- a. *Additional Resources listed in CHPS Criteria: ME 4.2*
  - 1) CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes Chapter.
  - 2) LEED™-NC 2.2 Reference Guide: Materials Credit 6: Renewable Materials.
  - 3) LEED™-NC 2.2 Reference Guide: Materials Credit 7: Renewable Materials - Certified Environmentally Responsible Management.
  - 4) CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes Chapter.
  - 5) ISEAL Member certifying organizations: [www.isealalliance.org/membership](http://www.isealalliance.org/membership).
  - 6) National Organic Program: [www.Ams.usda.gov/nop/indexIE.htm](http://www.Ams.usda.gov/nop/indexIE.htm).
  - 7) The International Federation of Organic Agriculture Movements (IFOAM) Organic Guarantee System can be found at: [www.ifoam.org/about\\_ifoam/standards/ogs.html](http://www.ifoam.org/about_ifoam/standards/ogs.html).
  - 8) USDA Accredited Certifying Agents: [www.ams.usda.gov/nop/certifyingagents/accredited.html](http://www.ams.usda.gov/nop/certifyingagents/accredited.html).



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**D for ME4.2 - Organically Grown**

**1. If pursuing a Third Party Certification:**

a. Contact one of the current NOP approved third party certifiers\*:

- 1) Agricultural Services Certified Organic (PDF) - California
- 2) California Crop Improvement Association (PDF) - California
- 3) California Organic Farmers Association (PDF) - California
- 4) CCOF Certification Services (PDF) - California
- 5) Global Culture (PDF) - California
- 6) Guaranteed Organic Certification Agency (PDF) - California
- 7) Marin County (PDF) - California
- 8) Monterey County Certified Organic (PDF) - California
- 9) Scientific Certification Systems d/b/a NutriClean (PDF) - California
- 10) Organic Certifiers, Inc. (PDF) - California
- 11) Primuslabs.com (PDF) - California
- 12) Quality Assurance International (PDF) - California
- 13) Yolo County Department of Agriculture (PDF) - California
- 14) Colorado Department of Agriculture (PDF) - Colorado
- 15) Quality Certification Services (PDF) - Florida
- 16) Georgia Crop Improvement Association, Inc. (PDF) - Georgia
- 17) Hawaii Organic Farmers Association (PDF) - Hawaii
- 18) Idaho State Department of Agriculture (PDF) - Idaho
- 19) Organic National and International Certifiers (ON&I) (PDF) - Illinois
- 20) Indiana Certified Organic (PDF) - Indiana
- 21) Certified Organic, Inc. (PDF) - Iowa
- 22) Iowa Department of Agriculture (PDF) - Iowa
- 23) Maharishi Vedic Organic Agriculture Institute (PDF) - Iowa
- 24) Kentucky Department of Agriculture (PDF) - Kentucky
- 25) Louisiana Department of Agriculture and Forestry (PDF) - Louisiana
- 26) MOFGA Certification Services, LLC (PDF) - Maine
- 27) Maryland Department of Agriculture (PDF) - Maryland
- 28) Baystate Organic Certifiers (PDF) - Massachusetts
- 29) Minnesota Crop Improvement Association (PDF) - Minnesota
- 30) Mississippi Department of Agriculture and Commerce (PDF) - Mississippi
- 31) Montana Department of Agriculture (PDF) - Montana
- 32) OneCert (PDF) - Nebraska
- 33) Organic Crop Improvement Association (PDF) - Nebraska
- 34) Nevada State Department of Agriculture (PDF) - Nevada
- 35) New Hampshire Dept of Agriculture, Division of Regulatory - New Hampshire
- 36) New Jersey Department of Agriculture (PDF) - New Jersey
- 37) New Mexico Organic Commodity Commission (PDF) - New Mexico
- 38) NOFA—New York, LLC (PDF) - New York
- 39) Natural Food Certifiers (PDF) - New York
- 40) North Carolina Crop Improvement Association (PDF) - North Carolina
- 41) International Certification Services, Inc. (PDF) - North Dakota
- 42) Global Organic Alliance, Inc. (PDF) - Ohio
- 43) Ohio Ecological Food and Farm Association (PDF)
- 44) Oklahoma Department of Agriculture (PDF) - Oklahoma
- 45) Oregon Tilth (PDF) - Oregon
- 46) Stellar Certification Services, Inc. (PDF) - Oregon
- 47) Pennsylvania Certified Organic (PDF) - Pennsylvania
- 48) Rhode Island Dept.of Environmental Management (PDF) - Rhode Island
- 49) Department of Plant Industry (PDF) - South Carolina
- 50) Texas Department of Agriculture (PDF) - Texas
- 51) Utah Department of Agriculture (PDF) - Utah
- 52) Vermont Organic Farmers, LLC (PDF) - Vermont
- 53) Washington State Department of Agriculture (PDF) - Washington



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- 54) Midwest Organic Services Association, Inc (PDF) - Wisconsin
- 55) Nature's International Certification Services (PDF) - Wisconsin

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications outlined by the USDA / NOP. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer demonstrating the accuracy of the manufacturer's claim.
  - c. The report must have a copy of the chain of custody work of the product tested.
  - d. The report must be signed by persons from the certification body accepting responsibility for the contents of the report.
  - e. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample letter is available at the CHPS website.
  - f. The following documents must be submitted to CHPS by the manufacturer in order to be placed in the database with a third party certification status:
    - 1) Copy of the third party certificate.
    - 2) Copy of the original third party report with required information listed above.
    - 3) Confidentiality Agreement (available for download on CHPS website).
    - 4) Signed letter of future formulary adherence.
  - g. Proceed to Appendix **III - DATA INPUT**
- 2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**
- a. See Appendix **II - LCES**
  - b. Proceed to Proceed to Appendix **III - DATA INPUT**

**3. Additional Information**

- a. Procedure for Verification of Organic Claims: Certification through NOP:  
The U.S. Department of Agriculture (USDA) accredits State, private and foreign organizations or persons to become "certifying agents." Certifying agents certify that organic production and handling practices meet the national standards.
  - 1) *Who needs to be certified?*  
Operations or portions of operations that produce or handle agricultural products that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic ingredients" or food group(s).
  - 2) *Who does NOT need to be certified?*  
Producers and handling (processing) operations that sell less than \$5,000 a year in organic agricultural products. Although exempt from certification, these producers and handlers must abide by the national standards for organic products and may label their products as organic. Handlers, including final retailers, that:
    - Do not process or repackage products
    - Only handle products with less than 70 percent organic ingredients;
    - Process or prepare, on the premises of the establishment, raw and ready-to-eat food labeled organic
    - Choose to use the word organic only on the information panel; and



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- Handle products that are packaged or otherwise enclosed in a container prior to being received by the operation and remain in the same package.
- 3) *How do farmers and handlers become certified?*  
An applicant must submit specific information to an accredited certifying agent. Information must include:
- The type of operation to be certified;
  - A history of substances applied to land for the previous 3 years;
  - The organic products being grown, raised, or processed;
  - The organic system plan (OSP) – a plan describing practices and substances used in production. The OSP also must describe monitoring practices to be performed to verify that the plan is effectively implemented, a record-keeping system, and practices to prevent commingling of organic and nonorganic products and to prevent contact of products with prohibited substances.

Applicants for certification must keep accurate post-certification records for 5 years concerning the production, harvesting, and handling of agricultural products that are to be sold as organic. These records must document that the operation is in compliance with the regulations and verify the information provided to the certifying agent. Access to these records must be provided to authorized representatives of USDA, including the certifying agent.

- 4) *Inspection and certification process*  
Certifying agents review applications for certification eligibility. A qualified inspector conducts an on-site inspection of the applicant's operation. Inspections are scheduled when the inspector can observe the practices used to produce or handle organic products and talk to someone knowledgeable about the operation. The certifying agent reviews the information submitted by the applicant and the inspector's report. If this information demonstrates that the applicant is complying with the relevant standards and requirements, the certifying agent grants certification and issues a certificate. Certification remains in effect until terminated, either voluntarily or through the enforcement process. Annual inspections are conducted of each certified operation, and updates of information are provided annually to the certifying agent in advance of conducting these inspections. Certifying agents must be notified by a producer or handler immediately of any changes affecting an operation's compliance with the regulations, such as application of a prohibited pesticide to a field.
- 5) *Compliance review and enforcement measures*  
The regulations permit USDA or the certifying agent to conduct unannounced inspections at any time to adequately enforce the regulations. Certifying agents and USDA may also conduct pre- or postharvest testing if there is reason to believe that an agricultural input or product has come into contact with a prohibited substance or been produced using an excluded method.

b. *Additional Resources listed in CHPS Criteria: ME 4.2*

- 1) CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes Chapter.
- 2) LEED™-NC 2.2 Reference Guide: Materials Credit 6: Renewable Materials.
- 3) LEED™-NC 2.2 Reference Guide: Materials Credit 7: Renewable Materials - Certified Environmentally Responsible Management.
- 4) CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes Chapter.
- 5) ISEAL Member certifying organizations: [www.isealalliance.org/membership](http://www.isealalliance.org/membership).
- 6) National Organic Program: [www.Ams.usda.gov/nop/indexIE.htm](http://www.Ams.usda.gov/nop/indexIE.htm).



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- 7) The International Federation of Organic Agriculture Movements (IFOAM) Organic Guarantee System can be found at:  
[www.ifoam.org/about\\_ifoam/standards/ogs.html](http://www.ifoam.org/about_ifoam/standards/ogs.html).
- 8) USDA Accredited Certifying Agents:  
[www.ams.usda.gov/nop/certifyingagents/accredited.html](http://www.ams.usda.gov/nop/certifyingagents/accredited.html).



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**E for ME4.3 - Certified Wood**

**1. If pursuing a FSC Certification:**

- a. Contact one of the current domestic FSC accredited certifying bodies\*, complete the certification process:

*The certification bodies are listed for information only and are not endorsed or certified by CHPS. It is important to consult the FSC website for the most current list. For a complete list of international and domestic certifiers, visit: <http://www.fsc.org/>*

- 1) Bureau Veritas Certification  
Mike Kenealy - Regional Sales Manager  
515 West Fifth Street  
Jamestown, NY 14701  
Tel: (248) 642-7653  
Fax: (716) 484-9003  
E-mail: [mike.kenealy@us.bureauveritas.com](mailto:mike.kenealy@us.bureauveritas.com)  
Website: [certification.us.bureauveritas.com](http://certification.us.bureauveritas.com)
- 2) Scientific Certification Systems, Inc.  
Mr. Robert Hrubes  
2200 Powell St., Suite 725  
Emeryville, CA 94608  
Tel: (510) 452-8007  
Fax: (510) 452-8001  
E-mail: [rhrubes@scscertified.com](mailto:rhrubes@scscertified.com)  
Website: [www.scscertified.com](http://www.scscertified.com)
- 3) SGS Systems & Services Certification USA  
SGS Northeast Office (HQ)  
Mark Evers / Kristen Penny  
201 Route 17 North  
Rutherford, NJ 07070  
Tel: (201) 508-3000  
E-mail: [mark.evers@sgs.com](mailto:mark.evers@sgs.com), [kristen.penny@sgs.com](mailto:kristen.penny@sgs.com)  
Website: [www.us.sgs.com/forestry\\_us](http://www.us.sgs.com/forestry_us)
- 4) Smartwood Program  
Rainforest Alliance  
665 Broadway, Suite 500  
New York, NY 10012  
Website: [www.smartwood.org](http://www.smartwood.org)

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications outlined by the FSC program. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. Once certification is complete, the certifying body must provide, at minimum, a report and certificate stating the product is FSC Certified.
- c. A FSC Chain of Custody Certificate (CoC) is necessary for any operation or manufacturer making, changing, trading, re-labeling or repackaging FSC-certified products.
- d. FSC Mixed Sources' label allows manufacturing companies to mix FSC-certified material with non-certified material. FSC Controlled Wood must be independently verified before it is mixed with FSC certified material to become part of a product that can be sold carrying the FSC label. Contact FSC or a certification body for more information.



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- e. The report must have a copy of the chain of custody paper work of the product tested.
- f. The report must be signed by persons from the certification body accepting responsibility for the contents of the report.
- g. The manufacturer is responsible for generating a signed letter, as an attachment to the FSC report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample letter is available at the CHPS website.
- h. Proceed to Appendix **III - DATA INPUT**

**2. Additional Information**

- a. *Additional Resources listed in CHPS Criteria: ME 4.3*
  - 1) CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes Chapter.
  - 2) Forest Stewardship Council (FSC): [www.fsc.org](http://www.fsc.org).



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**F EQ2.4 - Mercury Reduction**

**1. If pursuing a Self Declared Claim:**

- a. Download the ENERGY STAR Compact Fluorescent Light Bulb QUALIFICATION FORM: FULL QUALIFICATION and the CHPS Material Content Certification Form from the CHPS Website.
- b. Fill in all pertinent information including product name, level of mercury, etc.
- c. Signature from an official representative of the company is required along with the date on both forms. The CHPS form states that the product submitted will be representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a new form to be submitted for the product.
- d. Products with levels of mercury greater than the thresholds listed in table under EQ2.4.2 will not be allowed in the CHPS database.
- e. Proceed to Appendix **III - DATA INPUT**

**2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**

- a. See Appendix **II - LCES**
- b. Proceed to Proceed to Appendix **III - DATA INPUT**

**3. If pursuing a Third Party Certification:**

- a. Contact one of the approved independent third party certifiers:  
*The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services.*

- 1) Scientific Certification Systems (SCS)  
Eco Products Division - Material Content  
2200 Powell Street, Suite 725  
Emeryville, California 94608  
Toll Free: 1-800-Eco-Fact  
Phone: 510-452-8000  
Fax: 510-452-8001  
[www.scs-certified.com](http://www.scs-certified.com)
- 2) NSF International  
Attn: Susan "Petie" Davis  
Business Unit Manager, Sustainability Services  
NSF-International Strategic Registrations  
789 North Dixboro Road  
Ann Arbor, MI USA 48105  
(Office) 734-827-6810  
(Cell) 734-476-4273  
(Toll free) 888-NSF-9000  
(Fax) 734-827-7738
- 3) Underwriters Laboratories, Inc.  
UL Environment Inc  
Attn: Chris Nelson  
333 Pfingsten Rd.  
Northbrook, IL 60062  
Phone: 1-888-4 UL GREEN  
Christopher.R.Nelson@ulenvironment.com  
<http://www.ulenvironment.com>

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity*



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*a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. The certification body must perform all of the following:
  - 1) Able to illustrate compliance with the criteria for rapidly renewable materials for building products as specified in the CHPS ME 4.2
  - 2) Able to illustrate compliance with ISO Type 1 (14024) and Type 2 (14021) environmental labeling and declaration requirements and using ASTM E2129.
  - 3) Able to illustrate compliance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims:  
<http://www.ftc.gov/bcp/online/pubs/buspubs/epaclaims.htm>
  - 4) Execute audit processes and quality assurance elements that provide confidence of continuing conformance.
- c. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer demonstrating the accuracy of the manufacturer's claim.
- d. The report must have a copy of the chain of custody paper work of the product tested.
- e. The report must be signed by persons from the certification body accepting responsibility for the contents of the report.
- f. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample letter is available at the CHPS website.
- g. Products with levels of mercury greater than the thresholds listed in table under EQ2.4.2 will not be allowed in the CHPS database.
- h. Proceed to Appendix **III - DATA INPUT**

**2. Additional Information**

- a. Potential Certification Standards
  - 1) GS-05: Environmental Standard for Energy Efficient Lighting - Compact Fluorescent Lights
  - 2) The ENERGY STAR Compact Fluorescent Light Certification Form can be downloaded here:  
[https://www.energystar.gov/ia/products/commercial\\_food\\_service/comm\\_ice\\_machines/Ice\\_Machine\\_qpi\\_form.pdf](https://www.energystar.gov/ia/products/commercial_food_service/comm_ice_machines/Ice_Machine_qpi_form.pdf)
- b. *Additional Resources listed in CHPS Criteria: EQ2.4*
  - 1) Minnesota Technical Assistance Program Mercury Page,  
<http://mntap.umn.edu/health/mercury.htm>
  - 2) NY Academy of Science "What You Should Know about the Health Risks of Mercury," The report discusses major sources of mercury and methylmercury to the Harbor (and health care's role).  
<http://www.nyas.org/about/newsDetails.asp?newsID=55&year=2002>
  - 3) U.S. EPA Mercury page and Mercury Study Report to Congress,  
<http://www.epa.gov/mercury/report.htm>
  - 4) Green Guide for Health Care <http://www.gghc.org/faq.cfm>



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**G ME 5.1.1 - ANSI/NSF 140 Platinum for Carpet and/or ANSI/NSF 332 for Resilient Flooring**

**1. Pursuing a Third Party Certification:**

a. Contact an independent third party certifier:

- 1) NSF International  
Attn: Susan "Petie" Davis  
Business Unit Manager, Sustainability Services  
NSF-International Strategic Registrations  
789 North Dixboro Road  
Ann Arbor, MI USA 48105  
(Office) 734-827-6810  
(Cell) 734-476-4273  
(Toll free) 888-NSF-9000  
(Fax) 734-827-7738
- 2) Scientific Certification Systems (SCS)  
Sustainable Choice Division  
2200 Powell Street, Suite 725  
Emeryville, California 94608  
Toll Free: 1-800-Eco-Fact  
Phone: 510-452-8000  
Fax: 510-452-8001  
[www.scscertified.com](http://www.scscertified.com)
- 3) Underwriters Laboratories, Inc.  
UL Environment Inc  
Attn: Chris Nelson  
333 Pfingsten Rd.  
Northbrook, IL 60062  
Phone: 1-888-4 UL GREEN  
Christopher.R.Nelson@ulenvironment.com  
<http://www.ulenvironment.com>

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. The certification body must be capable of performing all of the following:
  - 1) Able to illustrate compliance of product with criteria as specified in ME5.1
  - 2) Able to illustrate compliance with NSF 140 and/or 332.
  - 3) ISO 14025 Type III Environmental Declarations and/or ISO 21930 Environmental Declarations of Building Products
  - 4) Able to illustrate compliance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims:  
<http://www.ftc.gov/bcp/online/pubs/buspubs/epaclaims.htm>
  - 5) Execute audit processes and quality assurance elements that provide confidence of continuing conformance.
- c. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer demonstrating the accuracy of the manufacturer's recycled content claim.
- d. The report must have a copy of the chain of custody paper work of the product tested and log of audits and schedule of future of audits.
- e. The report must be signed by persons from the certification body accepting responsibility for the contents of the report.



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- f. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample letter is available at CHPS' website.
  - g. The following documents must be submitted to CHPS by the manufacturer in order to be placed in the database with a third party certification status:
    - 1) Copy of the third party certificate.
    - 2) Copy of the original third party report with required information listed above.
    - 3) Confidentiality Agreement (available for download on CHPS website).
    - 4) Signed letter of future formulary adherence.
  - h. Proceed to Appendix **III - DATA INPUT**
- 2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**
- a. See Appendix **II - LCES**
  - b. Proceed to Proceed to Appendix **III - DATA INPUT**



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**H EQ 2.2.5 - BIFMA X7.1**

**1. If pursuing a Laboratory Certification:**

- a. Fill out the downloadable documents below
  - Required Documents for Documentation (can be found on CHPS Website)
    - a. Submittals Form.pdf
    - b. Sample Lab Cert Letter.doc
    - c. Sample Lab Report.doc
  - Optional Documents
    - b. Confidentiality Agreement.pdf
- b. Contact an independent laboratories\*:
  - Air Quality Sciences, Inc.  
Attention: Marilyn Black  
2211 Newmarket Parkway  
Atlanta, GA 30067  
Phone: 770-933-0638  
Fax: 770-933-0641  
E-mail: [mblack@ags.com](mailto:mblack@ags.com)
  - Berkeley Analytical Associates, LLC  
Attention: Alfred T. Hodgson  
815 Harbour Way South, Unit 6  
Richmond, CA 94804  
Phone: 510-236-2325  
Fax: 510-236-2335  
Email: [baalab@berkeleyanalytical.com](mailto:baalab@berkeleyanalytical.com)  
Web: [www.berkeleyanalytical.com](http://www.berkeleyanalytical.com)
  - Eurofins Product Testing A/S  
Attention: Thomas Neuhaus  
Smedeskovvej 38  
DK-8464 Galten  
Phone: +45 70 22 42 66  
Fax: +45 70 22 42 55  
E-mail: [ThomasNeuhaus@eurofins.dk](mailto:ThomasNeuhaus@eurofins.dk)  
Web: [www.eurofins.dk](http://www.eurofins.dk)
  - Forintek Services  
Attention: Alpha Barry, Ph.D, MBA  
319, rue Franquet  
Quebec, QC, Canada B1P 4R4  
Phone: 418-659-2647 Ext. 3803  
Fax: 418-659-2922  
E-mail: [alpha.barry@qc.forintek.ca](mailto:alpha.barry@qc.forintek.ca)  
Web: [www.fpinnovations.ca](http://www.fpinnovations.ca)
  - Materials Analytical Services, Inc.  
Attention: Randy Brown  
3945 Lakefield Court  
Suwanee, GA 30024  
Phone: (770) 866 3200  
Fax: (770) 866-3259  
Email: [rbrown@mastest.com](mailto:rbrown@mastest.com)  
Web: <http://www.mastest.com>
  - SGS-CSTC Standards Technical Services Co. LTD.  
Attention: Mike Xiao  
Guangzhou Branch  
1F, 198 Kezhu Road, Sciencetech Park  
Guangzhou Economic & Technological Development District  
Guangzhou, Guangdong, China 510663



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Phone: (8620) 8215 5500  
 Fax: (8620) 8207 5191  
 E-mail: [mike\\_xiao@sgs.com](mailto:mike_xiao@sgs.com)

- SGS-CSTC Standards Technical Services Co. LTD.  
 Attention: Steven Xi  
 Shanghai Branch  
 7F, 3rd Building No. 889,  
 Yishan Road Xuhui District,  
 Shanghai, China 200233  
 Phone: (8621) 61402666-2710  
 Fax: (8621) 54500353  
 E-mail: [steven.xi@sgs.com](mailto:steven.xi@sgs.com)
- SGS Hong Kong LTD.  
 Attention: Dr. Hing Wo Tsang  
 5/F-8/F&28/F, Metropole Square  
 2 On Yiu Street, Siu Lek Yuen  
 Shatin, N.T., Hong Kong  
 Phone: 852 2774 7420  
 Fax: 852 2334 9085  
 E-mail: [Hingwo.Tsang@sgs.com](mailto:Hingwo.Tsang@sgs.com)  
 Web: [http://www.sgs.com/voc/furniture\\_hk.htm](http://www.sgs.com/voc/furniture_hk.htm)
- Underwriters Laboratories, Inc.  
 UL Environment Inc  
 Attn: Chris Nelson  
 333 Pfingsten Rd.  
 Northbrook, IL 60062  
 Phone: 1-888-4 UL GREEN  
 Christopher.R.Nelson@ulenvironment.com  
<http://www.ulenvironment.com>

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database. It is important to consult the BIFMA website for the most current list. For a current and complete list of international and domestic certifiers, visit: <http://www.bifma.org/standards/testlabs.html>*

- c. Once tested, the lab will provide a certification letter and lab report indicating if the product meets the BIFMA standard.
- d. The electronically accessible Laboratory Report must have a copy of the chain of custody paper work of the product tested.
- e. The electronically accessible Laboratory Report must be signed by persons from the laboratory accepting responsibility for the contents of the report.
- f. Submit laboratory data to CHPS that show that the product meets the modeling parameters and VOC emission guideline requirements for administrative area and teacher workstations and seating and classroom pupil workstations and seating per Table 13 of EQ 2.3.5:

Modeling Parameters	Admin Area & Teacher Workstn		Workstn	Classroom Pupil Seating	
	Workstn	Seating		Workstn	Seating
Number of units	1	1	27 <sup>a</sup>	27 <sup>a</sup>	
Air Flow rate, m <sup>3</sup> /h	15.01 <sup>b</sup>	24.84 <sup>b</sup>	187 <sup>c</sup>	187 <sup>c</sup>	
Total workstation	21.75 <sup>d</sup>	n/a <sup>e</sup>	n/a <sup>e</sup>	n/a <sup>e</sup>	



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area, m <sup>2</sup>				
<b>VOC Emission Guidelines</b>				
Must meet ANSI/BIFMA X7.1	Yes	Yes	Yes	Yes
Must meet CDPH Std Practice guidelines	Yes	Yes, ¼ CREL <sup>f</sup>	Yes	Yes

g. The manufacturer must also submit a signed letter (by a persons from the manufacturer accepting responsibility for the contents of the letter) stating the date the product was manufactured for testing and that the makeup of the product tested is representative of the makeup of other like products for retail and wholesale distribution in its current inventory and in all future manufacturing of that product. A sample letter can be downloaded from the CHPS website.

h. Proceed to Appendix **III - DATA INPUT**

**2. If pursuing a Life Cycle Effects Screening (LCES) in addition to Lab Certification:**

- a. See Appendix **II - LCES**
- b. Proceed to Proceed to Appendix **III - DATA INPUT**

**3. Additional Information**

- a. *Additional Resources listed in CHPS Criteria: EQ 2.2*
  - 1) CHPS Best Practices Manual: Volume II: Interior Surfaces and Finishes Chapter.
  - 2) CHPS Low-Emitting Materials Product List: [www.chps.net](http://www.chps.net).
  - 3) State of California DHS, Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chamber: [www.dhs.ca.gov/iaq/VOCS/Practice.htm](http://www.dhs.ca.gov/iaq/VOCS/Practice.htm)
  - 4) The following are currently available 3<sup>rd</sup>-party certifiers of low-emitting material products; check the CHPS web site to determine which listed products are acceptable.
    - a. Carpet and Rug Institute: *Green Label Plus* [www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/index.cfm](http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/index.cfm).
    - b. Greenguard Environmental Institute: *GREENGUARD Product Emission Standard For Children & Schools* [www.greenguard.org/Default.aspx?tabid=110](http://www.greenguard.org/Default.aspx?tabid=110)
    - c. Scientific Certification Systems: *FloorScore*: [www.scscertified.com/iaq/floorscore.html](http://www.scscertified.com/iaq/floorscore.html) and *Indoor Advantage Gold* [www.scscertified.com/iaq/indooradvantage.html](http://www.scscertified.com/iaq/indooradvantage.html).



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**I ME 6.1 - Environmental Preferable Products (EPP)**

**1. Pursuing a Third Party Certification:**

- a. Contact an independent third party certifier:
- 1) Scientific Certification Systems (SCS)  
Sustainable Choice Division  
2200 Powell Street, Suite 725  
Emeryville, California 94608  
Toll Free: 1-800-Eco-Fact  
Phone: 510-452-8000  
Fax: 510-452-8001  
[www.scscertified.com](http://www.scscertified.com)

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. The certification body must be capable of performing all of the following:
- 1) Able to illustrate compliance of product with the criteria as specified in the CHPS EQ6.1 including the following impact categories:
    - *Global Warming (Climate Change)* - emissions of greenhouse gases, causing the rise of the global temperature.
    - *Acidification* - emissions of acids, causing the degradation of materials such as metals, limestone and concrete, and damage to trees and life in lakes and rivers.
    - *Eutrophication* - emissions of nutrients, causing blooms of algae. The degradation of dead algae consumes oxygen leading to the loss of plants and animals.
    - *Stratospheric Ozone Depletion* - emissions of ozone depleting substances (eg CFCs), causing a thinning of the stratospheric ozone layer.
    - *Photochemical Smog* - a mixture of pollutants which includes volatile organic components, particulates, nitrogen oxides, ozone... It's harmful to human health (causing inhalation irritations lung problems, coughing and wheezing) and the environment (damage to plants and crops).
    - *Abiotic Resource Depletion* - extraction and consumption of non-renewable resources such as oil, coal, and metals.
    - *Human Toxicity* - emissions of substances which are potentially harmful to human health, emitted during the whole life cycle of the product.
    - *EcoToxicity* - emissions of substances which are potentially harmful to the natural environment, emitted during the whole life cycle of the product.
    - *Waste* - bulk waste and hazardous waste created during the whole life cycle of the product.
  - 2) ISO 14025 Type III Environmental Declarations and/or ISO 21930 Environmental Declarations of Building Products
  - 3) Able to illustrate compliance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims:  
<http://www.ftc.gov/bcp/online/pubs/buspubs/epaclaims.htm>
  - 4) Execute audit processes and quality assurance elements that provide confidence of continuing conformance.



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- c. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer. The report must include the following:
  - 1) Copy of the chain of custody paper work of the product tested
  - 2) Log of audits and schedule of future of audits.
  - 3) The report must be signed by persons from the certification body accepting responsibility for the contents of the report.
- d. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample formula adherence letter is available at the CHPS website.
- e. The following documents must be submitted to CHPS by the manufacturer in order to be placed in the database with a third party certification status:
  - 1) Copy of the third party certificate.
  - 2) Copy of the original third party report with required information listed above.
  - 3) Confidentiality Agreement (available for download on CHPS website).
  - 4) Signed letter of formula adherence.
- f. Proceed to Appendix **III - DATA INPUT**

**2. Additional Information:**

a. Definitions:

- 1) *ISO 14025 Environmental labels and declarations – Type III environmental declarations – Principles and procedures.* ISO 14025 establishes the principles and procedures for developing Type III environmental declarations (EPD). It specifically establishes the use of the ISO 14040 series of standards on life-cycle assessment in the development of these declarations. Type III environmental declarations prepared in accordance with this standard are intended to present quantified environmental life cycle product information to enable comparisons between products fulfilling the same function.
- 2) *ISO 21930 Sustainability in building construction – Environmental declaration of building products.* Building on the framework and requirements described in ISO 14025, ISO 21930 contains specifications and requirements for type III environmental declarations (EPD) of building products. The standard recommends that Type III declarations for building products account for all life cycle stages of the product. Omissions of life cycle stages must be justified. ISO 21930 requires that environmental information covering all life cycle stages (“cradle to grave”) be subdivided into at least three life cycle stages for reporting purposes:

- product stage (raw material supply, transport to production, manufacturing: “cradle to gate”)
- building stage (transport to building site, building installation, use, maintenance and repair, replacement)
- end of life stage (demolition, transport, disposal / recycling)

ISO 21930 also specifies the minimum requirements for the verifiers in terms of competence (ISO 19011:2002, clause 3.14) including:

- Knowledge of relevant industry, product and product-related environmental matters
- Process and product knowledge of the product category
- Expert on LCA and methodology for LCA work
- Knowledge of the relevant standards in the field of environmental labeling and declarations, and life cycle assessment
- Knowledge of the regulatory framework in which requirements for environmental declarations have been prepared
- Knowledge of the program for Type III environmental declarations



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- b. *Additional Resources listed in CHPS Criteria: ME6.1*
- 1) Pharos: [http://www.pharosproject.net/about\\_pharos/](http://www.pharosproject.net/about_pharos/)
  - 2) ISO 14025: [http://www.iso.org/iso/catalogue\\_detail?csnumber=38131](http://www.iso.org/iso/catalogue_detail?csnumber=38131)
  - 3) ISO 21930: [http://www.iso.org/iso/catalogue\\_detail?csnumber=40435](http://www.iso.org/iso/catalogue_detail?csnumber=40435)



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**J ME 6.1 - Life Cycle Impact Declarations (LCID)**

**1. Pursuing a Third Party Certification:**

- a. Contact an independent third party certifier:

*The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services.*

- 1) Scientific Certification Systems (SCS)

Sustainable Choice Division  
2200 Powell Street, Suite 725  
Emeryville, California 94608  
Toll Free: 1-800-Eco-Fact  
Phone: 510-452-8000  
Fax: 510-452-8001  
[www.scscertified.com](http://www.scscertified.com)

*\* The certification bodies are listed for information only and are not endorsed or certified by CHPS. Other independent certifiers may also be capable of offering acceptable auditing and certification services assuming they meet the minimum qualifications listed below. It is highly recommended that any certification entity a manufacturer employs to perform a third party certification, that is not listed, be cleared for use by CHPS prior to auditing in order to ensure inclusion into the database.*

- b. The certification body must be capable of performing all of the following:

- 1) Able to illustrate ANSI/SCS-002-200x and ISO 14044.
- 2) The type III Life-Cycle Impact Profile Declarations shall address the following groups of category indicators (The Declaration shall justify the omission of any impact category):
  - *Abiotic/Biotic Resource Depletion* – Non Renewable Energy Resources Depletion, Water, BioBased, and Strategic Metals Resource Depletion.
  - *Landscape Disruption* – Terrestrial Habitat, Aquatic (River and Lake), and Riparian/Wetland Disruption and Key Species Loss.
  - *Cumulative Environmental Loading* – Greenhouse Gas Emissions, Acidification (Organic and Regional), Eutrophication (Regional) and Stratospheric ODC C-Loading.
  - *Human Toxicity Emission* – Ground Level Ozone Exposures, PM 2.5 Exposures, Pulmonary Toxic Chemical Exposures, System Toxic Chemical and Neurotoxic Chemical C-Loading.
  - *Additional Impact Categories* – EcoToxicity Chemical C-Loading, C-Risks Untreated Hazardous Waste. ISO 14025 Type III Environmental Declarations and/or ISO 21930 Environmental Declarations of Building Products
- 3) Able to illustrate compliance with the Federal Trade Commission (FTC) Guides for the Use of Environmental Marketing Claims:  
<http://www.ftc.gov/bcp/online/pubs/buspubs/epaclaims.htm>
- 4) Execute audit processes and quality assurance elements that provide confidence of continuing conformance.

- c. Once certification is complete, the certifying body must provide, at minimum, a certificate and report (printed original and as a PDF) to the manufacturer. The report must include the following:

- 1) Copy of the chain of custody paper work of the product tested
- 2) Log of audits and schedule of future of audits.
- 3) The report must be signed by persons from the certification body accepting responsibility for the contents of the report.

- d. The manufacturer is responsible for generating a signed letter, as an attachment to the report, stating the product certified is a representative of other like products



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manufactured for future retail and wholesale distribution. Any formulary change will require a re-certification of the product. A sample formula adherence letter is available at the CHPS website.

- e. The following documents must be submitted to CHPS by the manufacturer in order to be placed in the database with a third party certification status:
  - 1) Copy of the third party certificate.
  - 2) Copy of the original third party report with required information listed above.
  - 3) Confidentiality Agreement (available for download on CHPS website).
  - 4) Signed letter of formula adherence.
- f. Proceed to Appendix **III - DATA INPUT**

**2. Additional Information:**

- a. Definitions:
  - SCS-002-200x, Type III Life-Cycle Impact Profile Declaration (LCID)  
LCIDs provide a life cycle assessment result based on life cycle impact assessment in accordance with draft standard for trial use SCS-002-200x, Type III Life-Cycle Impact Profile Declarations for Products and Services and ISO 14044. LCID's use Life-Cycle Assessment (LCA) or "cradle to grave" techniques to consider environmental impacts at each stage of a product's life-cycle, from the time natural resources are extracted from the ground and processed through each subsequent stage of manufacturing, transportation, product use, and ultimately disposal. The product's environmental information is summarized on an "impact profile" listing each impact indicator result which then compares these results to a baseline, such as the average product performance. The impact-profile is very similar to a nutritional food label. In addition to the impact-profile, the LCID includes a report that contains method (life cycle software used, data quality), scope (unit processes, location, process description, functional unit), and assumptions.
- b. *Additional Resources listed in CHPS Criteria: ME6.1*
  - 4) Pharos: [http://www.pharosproject.net/about\\_pharos/](http://www.pharosproject.net/about_pharos/)
  - 5) ISO 14025: [http://www.iso.org/iso/catalogue\\_detail?csnumber=38131](http://www.iso.org/iso/catalogue_detail?csnumber=38131)
  - 6) ISO 21930: [http://www.iso.org/iso/catalogue\\_detail?csnumber=40435](http://www.iso.org/iso/catalogue_detail?csnumber=40435)



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**II. LIFE CYCLE EFFECTS SCREENING (LCES) PROCESS:**

- a. Contact Scientific Certification Systems (SCS)  
2200 Powell Street, Suite 725  
Emeryville, California 94608  
Toll Free: 1-800-Eco-Fact  
Phone: 510-452-8000  
Fax: 510-452-8001  
[www.scscertified.com](http://www.scscertified.com)
- b. SCS will conduct a LCES on the product per ANSI BSR/SCS002, Annex A and a final report will be generated. Submit a copy of the report to CHPS.
- c. The manufacturer must also submit a signed letter (by a persons from the manufacturer accepting responsibility for the contents of the letter) stating the date the product was manufactured for testing and that the makeup of the product tested is representative of the makeup of other like products for retail and wholesale distribution in its current inventory and in all future manufacturing of that product. A sample letter can be downloaded from the CHPS website. Any formulary change will require a new LCES to be conducted for the product.
- d. Proceed to Proceed to Appendix **III - DATA INPUT**



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**III. DATA INPUT:**

1. Log in at the Manufacturer's Admin Page on the CHPS database website
2. Select "Add Product"
3. Fill out all of the requested information including, at minimum:
  - a. CHPS Credit (ie: EQ 2.2: Low Emitting Material) – can be more than one
  - b. Name of Product
  - c. Manufacturer
  - d. Location of Manufacturing
  - e. CSI#
  - f. Product Description
  - g. Add a Picture (upload)
  - h. Web link
  - i. Contact information for Manufacturer's Rep (email, phone number, address)
  - j. Upload all required documents as outlined above per claim and CHPS credit. If manufacturer does not have the ability to upload or does not have PDF, mail or fax a copy to the CHPS office, attention "Sustainable Database".
4. Click on "Submit" button.
5. An email confirmation will be sent to the email of the contact person submitted above
6. Once all the above information is received and reviewed by CHPS staff, the product will be promptly added to the CHPS Database.
7. An additional email will be sent to the contact person when the product has been posted online. Any questions regarding this procedure or for any incorrect information regarding the product can be directed to [info@chps.net](mailto:info@chps.net)