



MAS Certified Green /LEED/CDPH/CHPS

Furniture Submission Guide for Compliance Testing and Product Certification

Applicable to: Classroom, Cafeteria, Library, Dormitory and Residential Products

To comply with the BIFMA M7.1 furniture test method used for evaluating furniture emissions relative to LEED, CDPH and CHPS compliance, the manufacturer has 15 days from the time of product completion and packaging until all submitted exemplar arrives at our laboratory for assembly and testing.

Based on that information we suggest that you follow the following steps for submission of the exemplar product for emission testing **1)**. It should leave your assembly plant no later than 10 days after completion/assembly/packaging of the various work station components (this provides for a conservative 5-day window for expedited freight delivery at the lab), **2)**. The product shall be shipped to our lab your most air tight - typical packaging (cardboard box, foam, plastic bags...etc) by expedited freight line arriving at our office in a 3 to 5 business day window. ***It is important to note, that MAS does not accept samples on Saturdays or Sundays.*** Following receipt, MAS has a 10 days period in which the packaged (un-open) seating product can be stored at controlled conditions at our lab prior to placement in an emission chamber and begin the 7-day compliance test.

In order to accurately compare and model the emissions from the submitted exemplar, MAS requires that the following information be submitted with each tested product:

1. A declaration on company letter head signed by an officer of the submitting company that the exemplar submitted is representative of the typical products manufactured and sold under the associated product name and SKU number.
2. A line drawing or cut sheet of the assembled product.
3. A list of all raw materials used in construction of the product along with the suppliers for those materials/components. Including but not limited to: core substrates, surface laminates and backer sheets, applied finishes and paints, glues, adhesives, edge bands and all plastic components.

Once the product and your declaration arrive at the lab, we will re-confirm the construction and specified product type prior to testing.

Because of the detailed nature of the test method and sample submission requirements, MAS highly recommend that our clients purchase a copy of the new 2011 BIFMA M7.1 [Standard Test Method For Determining VOC emissions from Office Furniture Systems.](#)



[Components and Seating](#) as a reference to understanding the various steps, parameters and assumptions incorporated in this method. The method and standard are copyrighted and can be downloaded from their site www.bifma.org for a fee.

As you get ready to move forward with submission of a unit for testing, we will need the following items:

- A purchase order for the BIFMA 7-day emission chamber test + Bracketing and modeling charges as applicable. Please note: additional testing cost maybe incurred if MAS deems that additional time in the chamber and tube analysis is required to accurately measure the 14-day emissions from the tested product). *Conditions requiring additional testing time are rare but occur when off-gassed emissions are not actively decaying (decreasing over time) and the Power Law cannot be used.*
- A completed MAS chain-of-custody form (attached)
- A completed product disposition form (attached)



Materials Analytical Services LLC

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FURNITURE EMISSIONS TESTING CHAIN OF CUSTODY PER



Standard Practice
(Section 01350)

BIFMA International

FES M7.1

Client Information
Company:
Street Address:
City/State:
Zip/Postal Code:
Country:
Contact Name:
Title:
Phone Number:
Fax Number:
Email Address:

Manufacturer Information (if different than client)
Company:
City/State/Country:
Contact Name/Title:
Phone Number:

Sample Details
Unique Sample ID (if applicable):
Product Name& Catalog #:
Product Type: Ceiling/Wall Panels <input type="checkbox"/> , Flooring <input type="checkbox"/> , Trim <input type="checkbox"/> , Wall Paint <input type="checkbox"/> , Wall Coverings <input type="checkbox"/> , Thermal Insulation <input type="checkbox"/> , Furnishings (desks <input type="checkbox"/> chairs <input type="checkbox"/> other <input type="checkbox"/>) , Other <input type="checkbox"/>
Date of Product Manufacturing Completion:
Sample Collection Location: Factory <input type="checkbox"/> , Warehouse <input type="checkbox"/> , Vendor Supplied <input type="checkbox"/>
Sample Submitted by:
Date of Sample Shipment :
Number of Boxes or Pallets:

Shipping Details
Packed By:
Shipping Date:
Carrier/Airbill Number:

Testing Specifications (per MAS) check appropriate test below
<input type="checkbox"/> R&D (custom): Specify Details
<input type="checkbox"/> 24-hour R&D Test: Coverings <input type="checkbox"/> , Finished Casegoods <input type="checkbox"/> , Top Coat Finish <input type="checkbox"/> , Substrate Core <input type="checkbox"/>
<input type="checkbox"/> 72-hour R&D Test: Coverings <input type="checkbox"/> , Finished Casegoods <input type="checkbox"/> , Top Coat Finish <input type="checkbox"/> , Substrate Core <input type="checkbox"/>
<input type="checkbox"/> 7/14-day Screening Test: Casegoods <input type="checkbox"/> , Chair Components <input type="checkbox"/> , Finish Systems <input type="checkbox"/> , Other <input type="checkbox"/>
<input type="checkbox"/> 7-day BIFMA Compliance Test: Office Workstation <input type="checkbox"/> , Seating <input type="checkbox"/> , Desk <input type="checkbox"/> , Lounge <input type="checkbox"/> , Other <input type="checkbox"/>
<input type="checkbox"/> 14-day CDPH Compliance Test: Office Workstation <input type="checkbox"/> , Seating <input type="checkbox"/> , Desk <input type="checkbox"/> , Lounge <input type="checkbox"/> , Other <input type="checkbox"/>
<input type="checkbox"/> 14-day CDGS Compliance Test: Open Office Panel Systems

Furniture Construction Details (as applicable)
Covering Type: Fabric <input type="checkbox"/> (Primary Fiber type: _____), Vinyl <input type="checkbox"/> , Leather <input type="checkbox"/>
Plastic Type(s): Nylon <input type="checkbox"/> , PVC <input type="checkbox"/> , PE <input type="checkbox"/> , PP <input type="checkbox"/> , PU <input type="checkbox"/> , PS <input type="checkbox"/> , PC <input type="checkbox"/> , ABS <input type="checkbox"/> , Acrylic <input type="checkbox"/> , Lexan <input type="checkbox"/>
Substrate Type(s): MDF <input type="checkbox"/> , Particle Board <input type="checkbox"/> , Plywood <input type="checkbox"/> , Solid Wood <input type="checkbox"/> , Other <input type="checkbox"/>
Outer Finish Type(s): Oil Base <input type="checkbox"/> , Water Base <input type="checkbox"/> , Catalyzed/Conversion Var <input type="checkbox"/> , Polyurethane <input type="checkbox"/> , Plastic Laminate <input type="checkbox"/> , Melamine <input type="checkbox"/> , UV <input type="checkbox"/> , Other <input type="checkbox"/>
Foam Type: Polyurethane <input type="checkbox"/> , Memory <input type="checkbox"/> , Latex <input type="checkbox"/> , Evlon <input type="checkbox"/> , High Resilience <input type="checkbox"/> , High Density <input type="checkbox"/>
Paint Type: Latex <input type="checkbox"/> , Oil <input type="checkbox"/> , Low VOC <input type="checkbox"/> , No VOCs <input type="checkbox"/> , PowderCoat <input type="checkbox"/> , Chrome <input type="checkbox"/>

Special Notes or Comments from Manufacturer:

Laboratory Receipt (to be completed by Laboratory Representative)
Received By:
Received Date:
Condition of Shipping Package:
Condition of Sample:
Remarks:

Sample Handling				
Relinquished By	Company	Received By	Company	Date/Time



Product Disposition following Emissions Testing

Overview

As part of our internal Environmental Stewardship Program, MAS, LLC promotes “**Green Practices**” through a combination of recycling efforts, carbon footprint reduction methods and sustainability initiatives. *Re-use of tested products represents a significant part of these practices.*

Given the limited amount of long term storage space at our laboratory, our general policy is that following testing and issuance of a final test report, all products will be either recycled locally (to the extent possible) or returned to the manufacturer for resale and/or reuse (within a period of 14 days). Prior to, during or immediately after testing, MAS will contact the responsible party to confirm the preferred means of product disposition selected below.

Submitter Obligations

The party responsible for submission of a product or products for emissions testing shall select by circling one of the following options for disposition and completion of this form.

1. **MAS to Return Product** - to the submitter at their expense. This expense includes shipping cost and material packing fees (if required to secure shipment beyond that used originally to ship the product). If this option is selected please provide a return shipping address below and select the means of shipment.

Address: _____

Select shipper and provide account#

Federal Express: Account # _____
United Parcel Service: Account# _____
Name of Ground Freight Company: _____
Phone Number & Contact: _____
Account #: _____

2. **Local Product Pickup** – submitter will arrange local pick-up at MAS by an area reseller, local distributor or retail outlet at the submitter’s expense.

Contact Name & Number: _____

Pick-ups can be scheduled at MAS, Monday through Friday from 9:00am to 4:00pm (EST) by contacting Mr. Paul Liss at 770-866-3200 or by email at pliss@mastest.com.

3. **Product Reuse** – where submitted samples are not requested to be returned or picked-up and they represent readily re-useable products (such as furniture or other household goods) MAS will donate these on a monthly basis to a local charitable organization (i.e. The Salvation Army, GoodWill, Habitat for Humanity etc). At your request a receipt of donation will be obtained and forwarded to you for tax purposes.
4. **Product Recycling / Disposal** – where submitted samples are deemed hazardous or potentially litigious by the submitter MAS will have product either recycled or disposed of in a municipal landfill. Please note: that a disposal fee maybe charged for extremely large products and/or those requiring special handling for disposal as a hazardous waste.

Legal Storage

Products submitted for emissions testing which are also subject to evidentiary storage in pending litigation can be retained at MAS under chain-of-custody for fee. If you have any questions regarding this type of short to long term storage, please contact Martin Bennett at 770-866-3206 or by email at mbennett@mastest.com.

Submitter Acknowledgment

Dated this ____ day of _____, 200_

Signature: _____

Representing: _____

Printed: _____

Title: _____

