



## MAS Certified Green /LEED/CDPH/CHPS

# Furniture Submission Guide for Compliance Testing and Product Certification

### Applicable to: Office, Classroom 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. **Refer to Appendix 3 and 8 of the BIFMA Method (attached).**

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) workstation 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. For Furniture other than chairs, a simplified area calculation of the exposed exterior surfaces (panels, door fronts, & work surfaces) edges and thin legs are not included
4. The manufacturers estimate of the number of units of the specified product for submission found in a typical environment (school classroom, office, or residential home).
5. 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 surface calculations 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 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](http://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 M7.1 7-day emission chamber test (please note: additional 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 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)