

Good Environmental Choice Australia Environmental Performance Standard

Furniture and Fittings (Level B)



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USE OF GECA STANDARDS

This standard identifies environmental, quality, regulatory and social criteria that the top products sold in the Australian marketplace can meet in order to be recognised by GECA as “environmentally preferable”.

This standard seeks to set the benchmark for environmentally preferable products. The Australian Ecolabel Program is based on the international standard ISO 14024: “Environmental Labels and Declarations - Guiding Principles” which requires environmental labelling specifications to include criteria that are objective, reasonable and verifiable.

This standard may be used by GECA appointed conformity assessment bodies to verify whether a product fully conforms to the criteria set by this standard. Where a product is certified under the Australian Ecolabel Program, it may display the GECA ecolabel (the “Good Environmental Choice Australia Mark”) to show that the product has been independently audited and demonstrates conformance with the environmental and social criteria detailed in this standard.

The purpose of voluntary environmental labels and declarations is the communication of verifiable and accurate information for the numerous environmental aspects of goods and services. As required by the Trade Practices Act the information cannot be misleading. Such information encourages the demand for, and supply of, those products that cause less harm to the environment, thereby stimulating the potential for market-driven continuous environmental improvement. Where a company has a product certified as conforming to this standard, it may gain a marketing advantage in government and business procurement programs, as well as greater market recognition in general because of its independently verified environmental attributes.

The principles of Life-Cycle Analysis have been used to set these criteria to address relevant environmental loads typical in a product category. As such, this standard may also offer guidance for Australian producers to reduce the environmentally harmful impacts of their product(s). Producers may use the environmental criteria in this standard to design and refine the processing, manufacturing and delivery of their product(s). In addition producers may find other environmental issues and more measures along the product’s life cycle, which are beyond the content of this standard. Producers are encouraged to include and adapt improvements in their environment programs and designs to aim for even better environmental results where technically possible. GECA welcomes feedback where this has been achieved.

While all GECA standards are voluntary, nevertheless they contain criteria that address compliance with specific laws. In addition, a GECA standard may recognise specific Australian Standards. A prerequisite for certification under the GECA ecolabel is to satisfy the relevant Australian or International Standard, where it is required by law. However, Australian Standards typically define “fit-for-purpose” criteria and usually do not provide assurance of environmental preferability. GECA ecolabelling standards go beyond Australian Standards and define an environmental benchmark for the product category.

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Furniture and Fittings

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HOW TO APPLY FOR GECA CERTIFICATION

Manufacturers or service suppliers interested in GECA certification using the Environmental Choice Australia Ecolabel are encouraged to read carefully through the entire standard and to evaluate whether their products are likely to conform to the standard and to pass the assessment process.

To launch an application, please download and complete the application form from the GECA website: <http://www.geca.org.au/contact>.

The completed application form can be sent to GECA either by mail or by fax.

After receiving the completed application form and the application fee, GECA refers the verification process to an appointed auditing body. The auditing body contacts the applicant and gives a clear overview of the steps needed to achieve certification for their particular product type.

Note: GECA reserves the right to refuse, suspend or postpone an application if (a) the organisation does not meet minimum compliance with Environmental Law, Labour Law, Fair Pay, Work, Health and Safety, Lawful behaviour (e.g. pending or ongoing lawsuits) (b) the organisation does not have transparent reporting that is available/accessible on request (c) the core mission of the organisation and/or product is in conflict with GECA's mission and/or is perceived by GECA to pose a risk to the GECA brand or reputation.

STRUCTURE OF THE STANDARD

Each section within this standard contains criteria and Demonstration of Conformance (DoC). The criteria state the requirements for the product and applicant company with respect to its environmental performance. The DoCs list the information required to verify compliance to the criteria. Selected sections also contain introductory text which outlines the purpose behind the criteria or the reason for its inclusion in the standard.

REQUESTING ADDITIONAL EVIDENCE

Demonstration of Conformance items are listed for each criterion. The GECA approved auditor/s will request additional information to ensure conformance on a case by case basis. Hence, the conformance items listed below are considered a guide to the minimum Demonstration of Conformance items that will be required from the applicant company.



DEFINITIONS & ACRONYMS

Alloy: A combination of two or more elements, one of which is a metal. This includes binary, tertiary and quaternary alloys (two, three and four elements respectively). The result is a metallic substance with properties different from those of its components.

Auditor: An auditor is responsible for determining conformance or alternatively, non-conformance of a product to each criterion within a GECA standard. An auditor is a qualified, independent professional who is authorised by GECA and an applicant to the Environmental Choice Australia Certification to conduct an examination of the records and the operations of the applicant with a view to verify the authenticity and correctness of records and operations used to support a claim conformance against a GECA standard. In 2011 GECA will use only 'GECA Designated Auditors' (refer to definition below).

CAS: CAS registry numbers are unique numerical identifiers for chemical elements, compounds, polymers, biological sequences, mixtures and alloys. They are also referred to as CAS numbers or CAS RNs. CAS standards for Chemical Abstract Service, which is a division of the American Chemical Society.

CITES: Convention on International Trade in Endangered Species of Wild Fauna and Flora.

COD: Chemical oxygen demand the equivalent mass of oxygen required to oxidise dissolved and suspended organic matter under defined conditions, typically using dichromate or permanganate as the oxidising agent.

Edge Glued Panels: Glued processed timbers, such as small lumbered wood or wood layers, that are formed and pressed into sheet form in the direction of fibre, paralleled each other and bonded with resin. These panels are often known as veneer panels.

EMAS: Eco- Management and Audit Scheme.

EMS: Environmental Management System.

EPA: Environmental Protection Authority.

Fibre Boards: Boards composed of plant fibres, such as timbers or chaffs. According to the density, they are categorized 'into insulation boards (IB)', 'medium density fibre boards (MDF)' and 'hard boards (HB)'.

FSC: Forest Stewardship Council

GECA Designated Auditor/s: An auditor that has been accredited to assess against GECAs Scheme Rules. For the most recent listing of GECA Designated Auditor/s see www.geca.org.au

IARC: International Agency for Research on Cancer

ILAC: International Laboratory Accreditation Cooperation

ILO: International Labour Organisation.

Halogens: Chlorine (Cl), fluorine (F), bromine (Br), iodine (I) and astatine (At).

Label: means the Good Environmental Choice Australia Ecolabel.

MSDS: Material Safety Data Sheet.

NATA: National Association of Testing Authorities.

NOHSC: National Occupational Health and Safety Commission

OSHA: Occupational Safety and Health Administration

Particle Boards: Boards made from wood fragments (chips or shavings) which are formed and pressed into sheet form and bonded together with resin.

PEFC: Programme for the Endorsement of Forest Certification.

Rapidly renewable: materials for which 'mature' harvest can occur on a ten year cycle or less.



Recycled Content includes:

Post-Consumer: Material generated by households, or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

Pre-Consumer: Material diverted from the waste stream during a manufacturing process. Excluded is reutilisation of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.

PREP: Packaging Recyclability Evaluation Portal. www.prep.org.au.

SDS (previously MSDS): Safety Data Sheet

STEL (Exposure Standard - Short Term Exposure Limit): A 15 minute TWA exposure which should not be exceeded at any time during a working day even if the eight-hour TWA average is within the TWA exposure standard. Exposures at the STEL should not be longer than 15 minutes and should not be repeated more than four times per day. There should be at least 60 minutes between successive exposures at the STEL.

Timber / Wood: Includes wood sourced from raw (virgin) forest timbers, timbers sourced from sustainable forestry, or waste wood materials including particle boards, fibre boards and edge-glued panels. Also includes used timber/wood.

TOC: Total Organic Content, defined as the total amount of organic substances dissolved in a water sample.

TWA (Exposure Standard - Time-Weighted Average): The average airborne concentration of a particular substance when calculated over a normal eight-hour working day, for a five-day working week.

Used Timber / Wood: Also known as salvaged or reclaimed timber/wood. Includes materials sourced from old (pre-loved) furniture, demolitions, and other relevant sources.

Veneer Panels: See Edge-Glued Panels

Waste Wood: Residual products generated by thinning out timbers, cutting out branches and processing timber and withdrawn timbers after use, excluding withered or dead trees.



BACKGROUND

The Furniture and Fittings Standard seeks to define good environmental performance benchmarks for home and office furniture and fittings throughout their entire life cycle.

The scope of the standard includes chairs, desks and workstations, sofa/couches/recliners, stools, coffee tables, desks, office desks, and variations thereof including fittings. Home/office furniture and fitting products form a significant proportion of items manufactured for use within residential, commercial and government environments and form a major manufacturing sector in Australia.

Home/office furniture and fitting products pose a significant environmental burden during their manufacture, use and disposal. These environmental aspects include but are not limited to the raw materials used for their manufacture, coatings (paints, lacquers, and varnishes), textiles, adhesives, joinery, hazardous treatments, energy and water use during production and their disposal.

Developments in timber, alloy and metal (steel, aluminium), and plastic recycling have encouraged innovation in furniture and fitting design and manufacture, encouraging products that readily incorporate recycled materials, and products with constituents that can be recycled into new products at end of life. These products often equal or surpass traditional products in all aspects of strength, durability and function. However significant gains can still be made in reducing environmental impacts across the entire life cycle of furniture and fittings.

This standard refers to the manufacture of the products and their constituent materials, the period of actual use and disposal. This standard also specifies requirements for the finishing restrictions of certain treatment or coatings that would restrict further recycling and the provision of plastic type information to allow for further post-consumer recycling



1. STANDARD CATEGORY SCOPE

1.1. Scope Schedule

Criterion 1: This standard is applicable to the following categories of home and office furniture products:

- **Office Chairs**
Commercial indoor contract chairs and seats including computer chairs, stools, school chairs, footrests and variations thereof
- **Office Desks & Tables**
Commercial indoor desks and tables including computer desks, boardroom tables, office coffee tables, free-standing cabinets and shelving units, coat-racks, and variations thereof
- **Domestic Chairs**
Recreational indoor chairs and seats including computer chairs, collapsible / foldable chairs, stools, recliners, couches, sofas, footrests and variations thereof. This excludes mattresses
- **Domestic Desks & Tables**
Indoor recreational desks and tables including kitchen tables, coffee tables, computer desks, dining tables, bedside tables, free-standing wardrobes, lamp-tables, free-standing cabinets and shelving units, and variations thereof
- **Bedroom Furniture**
Indoor bedroom furniture including bed-frames, free-standing wardrobes, bedside-tables and variations thereof, excluding bedding and mattresses
- **White Furniture**
Furniture that is complete in all respects, with only the upholstering fabric and subsequent fabric treatments, or laminate/veneer finish still to be specified and applied.
- **Fittings**
Partitions, window fittings, shelving, and wall furniture
- **Recycled furniture**
Furniture diverted from landfill. Recycled furniture including refurbished furniture may be certified as conforming to this standard provided that any new materials used including cleaning chemicals, coatings, adhesives, foams, and other substances are compliant with the relevant sections of this standard.

Exclusions and Notes

This standard excludes outdoor furniture.

Other environmentally innovative furniture and fittings products that do not fit the above categories may be considered for certification provided the product fulfils the requirements of any relevant sections of this Standard. Other categories may be added at a later date.

Demonstration of Conformance

DoC 1.1: Detailed description of the product(s) or product range; and

DoC 1.2: Explanation of applicability of the product(s) to the scope of this standard.



2. FITNESS FOR PURPOSE

To be certified, the product(s) shall be fit to perform its intended purpose or application. A minimum level of quality and durability is implicit before the GECA ecolabel can be displayed on the product. The applicant shall ensure that the product is fit for its intended purpose.

2.1. Applicable Standards and Demonstrated Fitness

Criterion 2: The product shall meet or exceeds the requirements of the relevant Australian (or equivalent international) Standard, or the product shall meet the applicable and accepted standard in its target market if it is to be exported.

Relevant Australian Furniture Standards include, but are not limited to:

- AS 4442: Office desks;
- AS 4443 Office panel systems – workstations;
- AS 4438 Height adjustable swivel chairs;
- AS 4688 Fixed height chairs;
- AS 5079 Filing cabinets;

or,

If there is no relevant Australian Standard, the product shall demonstrate fitness for purpose or market acceptance or quality.

Demonstration of Conformance

DoC 2.1: A detailed description of the product as it relates to relevant Australian (or other) Standards. If there is no applicable Australian Standard (or international equivalent), or if it is not legally required, this should be clearly stated.

(One of the following forms of evidence, is required as a minimum)

DoC 2.2: Independent audit or test reports confirming conformance with the relevant Australian or international safety and/or quality standard, if applicable, or

DoC 2.3: Report from an independent organisation (or independent engineer's report) or case studies from existing installations that demonstrate fitness for purpose, market acceptance, suitability or quality.

2.2. Warranty

Criterion 3: The manufacturer/applicant shall offer a commercial guarantee of a minimum of five years on the quality of the product, provided the product is used for its intended purpose. The guarantee shall be valid from the date of delivery to the customer.

Demonstration of Conformance

DoC 3.1: Evidence of the warranty offer provided to customers. This can be a guarantee certificate or authorised statement on the company website.



3. MATERIAL REQUIREMENTS

The criteria in this section are intended to address impacts that may occur over the life cycle of a product that can be avoided or mitigated during the design phase of product development.

Unless otherwise stated, the requirements in this section apply to each type of material contained in the finished product regardless of weight.

3.1. Timber and Other Natural Materials

Criterion 4: Fibre (plantation wood fibre, cellulose fibre, return fibre (i.e. post-consumer and pre-consumer fibre), cotton fibre, crop residue or other waste fibre) shall be sourced from any combination of FSC or PEFC certified fibre. Fibre sources that are not certified under a recognised certification scheme (e.g. FSC) as being sustainably managed may be used but shall not originate from the following controversial sources:

CONTROVERSIAL SOURCES

a. Illegal harvesting

Illegally harvested wood and natural materials are those that are harvested, traded or transported in a way that is in breach with applicable national regulations (such regulations can for example address CITES species, money laundering, corruption and bribery, and other relevant national regulations).

b. Genetically modified organisms

Wood and natural materials from genetically modified organisms are those which have been induced by various means to include genetic structural changes (for a definition of genetically modified, please refer to the European Union Directive 2001/18/EC on the deliberate release of genetically modified organisms in the environment). Traditional breeding programs do not constitute genetic modification.

c. Recently established plantations impacting primary ecosystems

The plantation or agricultural land use must have been established prior to 2000 and not have impacted primary ecosystems at the time of establishment. Establishment includes the logging or destruction of primary forest followed by the establishment of the plantation.

d. Uncertified high conservation value communities

High Conservation Value communities are those that possess one or more of the following attributes:

- Communities containing globally, regionally or nationally significant concentrations of biodiversity values (e.g. endemism, endangered species, refugia); and/or large landscape level communities, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.
- Communities that are in [constitute] or contain rare, threatened or endangered ecosystems.
- Communities fundamental to meeting basic needs of locally indigenous human populations (e.g. subsistence, health) and/or critical to these people's traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).

For materials sourced from within Australia, please refer to the following:

<http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=fauna>

The EPBC Act List of Threatened Flora at

<http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=flora>

The EPBC Act List of Threatened Ecological Communities

<http://www.environment.gov.au/cgi-bin/sprat/public/publiclookupcommunities.pl>



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The Australian Heritage Database (for listings of areas of cultural significance) at

<http://www.environment.gov.au/cgi-bin/ahdb/search.pl>

For materials sourced from outside Australia, please refer to credible lists detailing threatened species, threatened communities and areas of cultural significance in the respective countries.

Note: Fabrics and leather are addressed in Criterion 10.

Demonstration of Conformance

DoC 4.2: Design specification or schedule for materials and components used to make the product; and

DoC 4.3: Chain of Custody evidence for timber and natural materials including receipts showing origin of materials. Evidence shall include Latin names and English common names, geographic origin and the supplier. GECA or its designated auditor/s may demand further documentation if deemed necessary; and

DoC 4.4: Total amount of certified wood and/or certified wood fibre used in the applicant furniture annually; and

DoC 4.5: Copy of certificate(s) signed by the certification authority; and

DoC 4.6: Signed declaration and short description of the system used to ensure the wood or natural fibre is sourced from traceable sources on an ongoing basis.

3.2. Treatment

Criterion 5: Wood and natural materials used in furniture products shall not be treated or impregnated with fungicides and insecticides that are classified due to their hazardous nature by the IARC as Type 1 or 2A. Refer to: <http://monographs.iarc.fr/ENG/Classification/index.php>

Demonstration of Conformance

DoC 5.1: Signed documentation from the applicant stating that any pesticides used are not classified by the IARC as Group 1 or 2A. The documentation must show the type of wood, origin, certification if applicable and supplier, and include a schedule of all agents used (including CAS numbers and names) to treat wood and other natural materials. If the applicant does not perform the treatment as part of the manufacturing process, this statement should come from the supplier of the pre-treated timber.

3.3. Padding Requirements

Criterion 6: Latex shall not contain concentrations of 1, 3 butadiene greater than 1 ppm (1 mg/kg).

Demonstration of Conformance

(Only one of the following DoC is required)

DoC 6.1: Signed declaration that no latex or foam is used in the product; or

DoC 6.2: Signed declaration of non-use of 1, 3 butadiene from an Executive Officer of the company that produces the latex or foam; or

DoC 6.3: Report on concentration of 1, 3-Butadiene using a test carried out in accordance with the following procedure: A sample of the cured product shall be ground and weighed before being analysed. Sampling by use of a headspace sampler. Analysis by means of gas chromatography, detection by use of a flame ionization detector; or

DoC 6.4: VOC test showing a specific line item for butadiene as less than or equal to 0.02ppm or 0.044mg/m³, or alternatively a total "alkenes" line item as less than 0.05 mg/m²hr, or less than 0.05 mg/m³ using any reputable standard VOC test method.

Criterion 7: CFC, HCFC, HFC or methylene chloride shall not be used as blowing agents in polyurethane.



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Demonstration of Conformance

DoC 7.1: Signed declaration describing the expansion process and whether CFC, HCFC, HFC or methylene chloride was used in the expansion process.

Criterion 8: Aniline based amines shall not be added to the padding material.

Demonstration of Conformance

DoC 8.1: Signed declaration from supplier describing the manufacturing process and whether aniline based amines are used.

Criterion 9: The total discharges to water from the production of latex, foam or rubber shall be treated and decreased by 90% (measured as COD or TOC) in on-site or external sewage treatment works prior to being discharged to the receiving environment.

Demonstration of Conformance

DoC 9.1: Copy of the Environmental Management System or similar showing testing requirements; testing frequency shall be weekly and the final calculation shall be the annual mean; or

DoC 9.2: Sampling for COD or TOC analysis shall take place after the operation of any on-site wastewater treatment

3.4. Fabrics

This requirement is included in order to recognise the environmental impacts involved in textile manufacture, and reward textile manufacturers that have already taken positive steps towards reducing their environmental loads.

Criterion 10: In products with $\geq 50\%$ of textiles by coverage, the fabric shall:

- a) Be certified by the Good Environmental Choice Australia ecolabel, the Environmental Choice New Zealand ecolabel, EU Flower ecolabel or the Nordic Swan ecolabel (or an 'alternative and equivalent' label to these nominated labels); or
- b) Satisfy the requirements of the Hazardous Materials section of this standard.

Demonstration of Conformance

(Only one of the following DoCs is required)

DoC 10.1: Visual inspection of the product to confirm no or $\geq 50\%$ of (by coverage) fabrics are used or clear inclusion of this in relevant documents such as bill of materials or technical specifications; or

DoC 10.2: A copy of the Ecolabel licence from the supplier for each fabric product used (note: Where an 'alternative and equivalent' ecolabel is nominated, the licence will be accepted if deemed equivalent based on the criteria of the standard and the procedures of the standards setting body and at the auditor's discretion); or

DoC 10.3: Where fabrics are not certified by an ecolabel, the applicant can demonstrate that the fabric satisfies the requirements of the Hazardous Materials section of this standard, by providing a schedule of all materials and substances used and where applicable the SDS (previously MSDS), chemical names or CAS numbers and/or signed declaration of non-use to establish compliance with the Hazardous Materials section of this standard.



4. EMISSIONS

4.1. Air Emissions- Formaldehyde

Products that contain formaldehyde-based additives, shall be subject to the following air emission limits for formaldehyde as measured using the Air Chamber, Desiccator or perforator test methods. Raw timber and natural materials is exempt from this criterion.

Compliance to this criterion can be demonstrated in a number of ways: either by testing the overall emissions of the whole product using the Air Chamber, Desiccator or Perforator test methods, or by testing the emissions of each component material and calculating the total emissions of the final product based on the quantity of individual components in the respective product. If the latter option is selected, testing should be conducted based on methods outlined in ASTM-D5116 or an equivalent: Small Scale Environment Chamber determination of organic emissions from indoor materials/products.

Table 1. Limit values for formaldehyde emissions.

Test Protocol	Emission limit
AS/NZS 2269, testing procedure AS/NZS 2098.11 method 10 for Plywood	≤1mg/ L
AS/NZS 1859.1 - Particle Board, with use of testing procedure AS/NZS 4266.16:2004 method 16	≤1.5 mg/L
AS/NZS 1859.2 - MDF, with use of testing procedure AS/NZS 4266.16 method 16	≤1mg/ L
JIS A 5908 - Particle Board and Plywood, with use of testing procedure JIS A 1460	≤1mg/ L
JIS A 5905 - MDF, with use of testing Procedure JIS A 1460	≤1mg/ L
JIS A1901 (not applicable to Plywood)	≤1mg/ L
ASTM D5116	≤0.1 (+/- 0.0005) mg/m ² /hr
ASTM 6670	≤0.1 (+/- 0.0005) mg/m ² /hr
ISO 16000 part 9, 10 and 11 (also known as EN 13419)	≤0.1 (+/- 0.0005) mg/m ² /hr at 3 days
ASTM D6007	≤0.12mg/m ³ **
ASTM E1333	≤0.12mg/m ³ ***
EN 717-1 (also known as DIN EN 717-1)	≤0.12mg/m ³
EN 717-2 (also known as DIN EN 717-2)	≤3.5mg/m ² /hr

* mg/m²/hr may also be represented as mg/m²/h

** The test report must confirm that the conditions of Table 1 comply for the particular wood product type, the final results must be presented in EN 717-1 equivalent (as presented in the table) using the correlation ratio of 0.98.

*** The final results must be presented in EN 717-1 equivalent (as presented in the table), using the correlation ratio of 0.98.

Source: modified from Green Building Council of Australia 2010

Criterion 11: Particleboard, MDF, plywood or timber veneer shall conform to formaldehyde testing outlined in Australian Standard - AS 1859.

Criterion 12: Particleboard and MDF panels are to be tested using the Desiccator method which follows Australian Standard – AS/NZS 4266.16 “Method 16: Formaldehyde emission-Desiccator method”. Particle board and MDF panels shall demonstrate a level below 1.0 mg/L.

Criterion 13: Alternatively: Veneer and plywood shall demonstrate a level below 1.0 mg/L when tested using Australian Standard – AS/NZS 2098.11 “Method 11: Methods of test for veneer and plywood”.

Demonstration of Conformance for Criterion 11 - Criterion 13.

DoC 13.1: A copy of test results of using the Desiccator method which follows Australian Standard – AS/NZS 4266.16 “Method 16: Formaldehyde emission-Desiccator method”, completed by a certified laboratory. Other internationally accepted test methods may be accepted as outlined in Table 1; or

DoC 13.2: A copy of test results following the Australian Standard – AS/NZS 2098.11 “Method 11: Methods of test for veneer and plywood”. Other internationally accepted test methods may be accepted as outlined in Table 1.



5. HAZARDOUS AND PROHIBITED SUBSTANCES

5.1. Hazardous Materials

The criteria in this section are intended to address some of the main hazardous substances found within the product category, added to the product, or to ingredients during manufacturing. The intention is to reduce the use of hazardous materials and to prevent pollutants entering the environment.

The requirements in this section apply to all materials in the product regardless of weight except for 1, 3 butadiene and formaldehyde which are subject to the requirements in sections 3.3, and 4.1 respectively. This criterion is only applicable to fabrics if not assessed under Criterion 10. Adhesives may be exempt if they fulfil the exemption conditions (outlined below Criterion 16).

The applicant/manufacturer also needs to have processes in place to ensure on-going compliance with this criterion (see Evidence of Conformance section for details).

Criterion 14: In order to promote the reduction of pollutant hazards in the disposal, landfill and/or incineration of end of life furniture, the following substances shall not be added to eco-labelled products during manufacture:

- Arsenic
- Antimony
- Cadmium
- Copper
- Lead
- Mercury
- Nickel
- Tin
- Fluorine
- Elemental Chlorine
- Pentachlorophenol (PCP)
- Tar oils (benzo (a) pyrene)

Demonstration of Conformance

DoC 14.1: A schedule of the constituent chemical substances in g/kg used in the manufacture of the product that are classified as harmful, and relevant SDS (previously MSDS); and

DoC 14.2: Copy of documentation clearly outlining how each chemical is used, managed and stored; and

DoC 14.3: Where an exemption is claimed, a signed declaration from an Executive Director of the applicant company stating that attempts have been undertaken to find alternatives for the substance(s) for which the exemption is claimed; that the substance is chemically bound in the finished product, and the purpose for which the given substance is necessary.

Criterion 15: Furniture or fittings shall not contain

- Carcinogenic substances in categories 1 or 2A as classed by the International Agency for Research on Cancer – <http://monographs.iarc.fr/ENG/Classification>;
- EU Consolidated list of C/M/R Substances Category 1 and 2;
- R phases 45-49 (H350; H351; H340; H372, 373).
- WHO pesticides 1a and 1b



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User exposure to substances recognised as carcinogenic shall be less than the No Observable Adverse Effect Level or zero if the NOAEL is unknown.

Demonstration of Conformance

DoC 15.1: A schedule of the constituent chemical substances in g/kg used in the manufacture of the product that are classified as harmful, and relevant SDS (previously MSDS); and

DoC 15.2: Where an exemption is claimed, the applicant shall provide a signed declaration from an Executive Director of the applicant company stating that attempts have been undertaken to find alternatives for the substance(s) for which the exemption is claimed; and the purpose for which the given substance is necessary; documentation clearly outlining how each chemical is used, managed and stored; and evidence that human exposure or environmental contamination is prevented.

Criterion 16: The following compounds, their functional derivatives or in-situ precursors shall not be added to products, their component parts or be used at any stage of the manufacturing process, including as preparatory agents, cleaners or degreasers in the production facility:

- Halogenated organic substances or solvents (e.g., binding agents).
- Aniline based amines.
- The phthalates DEHP, DBP, DAP or BBP.
- Aziridine or polyaziridines.
- Pigments and additives that contain lead, tin, arsenic, cadmium, mercury or their compounds.
- Polybrominated diphenyl ethers, or short-chain chlorinated organic flame retardants.
- Per- or poly-fluorinated chemicals (PFCs)
- Tetrachloroethylene
- Triclosan
- Boric Acid

The coating of metal gas lifts may be exempt from this criterion. In exceptional cases, surfaces may be treated with chromium or nickel where this is necessary on the grounds of heavy physical wear or in the case of parts that require particularly tight connections. This exemption does not include parts that are intended to come into frequent contact with skin.

Demonstration of Conformance

DoC 16.1: A schedule of the constituent chemical substances in g/kg used in the manufacture of the product that are classified as harmful, and relevant SDS (previously MSDS); or

DoC 16.2: A signed declaration from an Executive Director of the applicant company stating that the above compounds, their functional derivatives or in-situ precursors are not added to finished products, their component parts or be used at any stage of the manufacturing process;

DoC 16.3: Where an exemption is claimed, the applicant shall provide a signed declaration from an Executive Director of the applicant company stating that attempts have been undertaken to find alternatives for the substance(s) for which the exemption is claimed; and the purpose for which the given substance is necessary; documentation clearly outlining how each chemical is used, managed and stored; and evidence that human exposure or environmental contamination is prevented.

Exemption conditions for adhesives:

For an adhesive to be exempt from criteria 14-16 it shall:

- a) be certified by the Environmental Choice Australia Ecolabel, or the Nordic Swan ecolabel or an 'alternative and equivalent' label to these nominated labels or
- b) fulfil the following requirements:



- i. The content of volatile organic compounds (VOCs) in adhesives shall not exceed 5% by weight; and
- ii. Phthalates, alkylphenolethoxylates, halogenated solvents, or bioaccumulative preservatives shall not be present in the adhesive or used in production (Diisodecyl phthalate (DIDP), Diisononyl phthalate (DINP)) may be used in the production of industrial adhesives for wood and plastic binding applications); and
- iii. The adhesive shall not be capable of exposing users to carcinogenic IARC group 1 or 2A substances.

6. PACKAGING, END OF LIFE AND PRODUCT STEWARDSHIP

Previous sections of this standard apply to the characteristics of the product and the production process. This section is intended to address the impacts arising during the remainder of the product's life cycle.

6.1. Replacement Parts

Ensuring the availability of replacement parts is a simple way of allowing end-users to extend the useful life of an existing product, thus reducing the need for early replacement and minimising the associated environmental impacts of disposal and new production.

Criterion 17: For those parts of a product which are subject to wear (e.g., hinges, locks, table leaves), functionally compatible replacements shall be guaranteed for a period of at least five years. The manufacturer shall make individual replacement parts available to consumers.

Demonstration of Conformance

DoC 17.1: Evidence that the end-user is made aware of the availability of replacement parts. This may be part of the care instructions, user manual, or other information physically provided with the product, and/or is made available on the company website; and

DoC 17.2: Signed declaration by an Executive Officer of the producer confirming a commitment to the provision of replacement parts.

6.2. Separability/Design for Disassembly

Products that are difficult to separate into recyclable parts at end-of-product life are significantly more likely to contribute to landfill, even if the component materials are recyclable. Products designed to be separable into recyclable parts ensure that the end-user or disposer does not face unnecessary barriers to "doing the right thing" at the end of the products useful life, thus minimising the chances of some potentially significant environmental loads.

Criterion 18: The product shall be separable into recyclable or re-useable units. Products shall be easily disassembled without the use of specialist tools. Component parts shall be easily identifiable for separation. At the discretion of the auditor/s, instructions for the disassembly method may be required to be provided with the furniture at point of sale where the method for disassembly is not immediately evident; and

Criterion 19: The product shall not contain inseparable bonds between material types that cannot be processed together in the same recycling stream.

Demonstration of Conformance (for both Criteria 18 and 19) (Only two DoCs required)

DoC 19.1: Where the product is comprised of more than two material types, instructions showing how disassembly can be achieved with commonly available tools; or 20

DoC 19.2: Relevant documents such as technical specifications, engineer's report or disassembly demonstration. A demonstration may be performed as part of the site visit or provided on DVD with an application.

DoC 19.3: Mandatory: Details of materials used in the product. This will be established in DoC 5.1



Criterion 20: All glass shall be recyclable in local council recycling systems or by a specialist recycling facility as nominated in the Product Stewardship criterion. If the glass cannot be recycled in local council recycling systems the applicant shall include notification to this effect in the product information in order to avoid contamination or glass that is recyclable in these systems

Demonstration of Conformance

DoC 20.1: If glass is used in the product, the applicant shall provide a specification of the type of glass used and details of any tints, colourings or coatings; and

DoC 20.2: A copy of receipts or arrangements for the recycling of glass in either a local council facility or specialist facility; and

DoC 20.3: A copy of the information provided with the product.

6.3. Recyclability of Plastics

Criterion 21: Certified products shall mark each individual plastic product or component weighing greater than 100g with an appropriate resin identification code promulgated by the Plastics and Chemical Industry Association. <http://www.pacia.org.au>

Exemptions may be made for products where the nature of the manufacturing process or the size and shape of the product restrict the application of the plastics resin identification code on the product. Exempt products will ensure that appropriate information describing disposal methods for the product, including the relevant resin identification code, are provided at the time of sale of the product to encourage further recycling.

Demonstration of Conformance

DoC 21.1: Visual assessment from a product sample or during a site visit; or

DoC 21.2: Direct and clear inclusion of this requirement in DoC 20.2: in the engineer's report or demonstration

6.4. Coatings / Treatments

Criterion 22: Furniture and fittings products (or components) shall not be impregnated, labelled, coated or otherwise treated in a manner which would prevent post-consumer recycling. Exemption may be made for products with a long product life where a coating or treatment would further extend the useful life of the product.

Recycled furniture can be licensed in conformance to this standard providing that the furniture has not been refinished or coated with any materials except for the purpose of cleaning.

Demonstration of Conformance

DoC 22.1: Detailed description of each coating or treatment applied to the product or component, or declaration of non-use; and

DoC 22.2: Explanation of how each coating affects the recyclability of the product or component; and

DoC 22.3: Description of the end-of-life options for the coated or treated components (e.g., "this coated component may be recycled at <facility name>") with written confirmation from a recycler able to accept the component.

6.5. Product Stewardship

Criterion 23: If the product is not recyclable (or separable into recyclable parts) in mainstream local recycling systems, the manufacturer shall:

- accept their product without additional cost (excluding transportation costs) for further recycling, or
- have arrangements with a recycler to accept the product. A local recycler is preferable where possible; or
- have an established product stewardship program. Products collected under the scheme shall not be disposed of in landfill or by incineration; or



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- have contractual arrangements with a third party who are able to recycle or refurbish the item. Contractual arrangements with the third party should nominate the estimated volume of product to be processed annually.

Overall, the applicant shall demonstrate that the necessary arrangements are in place to deliver the claims of the product stewardship program. Details relating to the above product stewardship programme requirements and contact details for the programme operator(s) shall be publically available from the official company website and/or in product information supplied at point of sale.

Demonstration of Conformance

DoC 23.1: Copy of instructions outlining the take back service including the costs, contact details of the take-back service, relevant website documentation; and

DoC 23.2: Copy of contractual agreements existing between the applicant(s) with either of the following: third party suppliers, transport companies, charities, second hand retailers or refurbishment companies.

6.6. Product Information

Criterion 24: The manufacturer shall provide written information to the consumer clearly stating:

- The intended use of the product. .
- Instructions for correct use and storage so as to maximise the product lifetime. .
- Maintenance instructions, if required. Maintenance instructions shall not specify the use of any chemical or coating limited by any part of this standard. .
- Recycling instructions for the product end-of-life

Demonstration of Conformance

DoC 24.1: Copy of documentation to be supplied with the product clearly stating the required information.

6.7. Packaging Requirements

Criterion 25: Halogenated plastics shall not be used.

Demonstration of Conformance

DoC 25.1: SDS (previously MSDS) of packaging and site inspection of final product packaging.

Criterion 26: Packaging shall comply with at least one of the following:

- Each material constituting >20% by weight of the total primary and secondary packaging used, shall contain at least 50% recycled content by weight;
- Each material constituting >20% by weight of the total primary and secondary packaging used, shall be derived from plant-based materials (e.g. PLA plastics); or
- Each separable item constituting >20% by weight of the total primary and secondary packaging, shall be recyclable in Australia. This may be demonstrated using the Australian Packaging Covenant's Packaging Recyclability Evaluation Portal (PREP).

Paper and cardboard packaging shall be either certified under recognised forest certification scheme (e.g. FSC or PEFC) or contain at least 70% recycled content by weight.

Material used for the transport of products (tertiary packaging) and whose disposal is not the responsibility of the end-consumer may be exempt from the above requirements if they are re-used by the applicant, or are recyclable in specialist recycling facilities

Demonstration of Conformance

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DoC 26.1: Details of materials used as packaging, including information on the input of recycled and virgin materials reported by weight if applicable. The recycled content can be averaged over a 12-month period to find the amount or range of recycled content; and / or

DoC 26.2: Evidence of recyclability or copy of PREP Assessment Report; and/or

DoC 26.3: Evidence of certification under relevant forest certification scheme; and/or

DoC 26.4: Details of re-use programs for transport materials within the applicant company.



7. ENVIRONMENTAL CLAIMS

Environmental claims are one of the tools utilised by consumers when attempting to make environmentally preferable choices and therefore it is essential that such claims are true and substantiated.

7.1. Public Claims

Criterion 27: Public claims made by the licence applicant / holder regarding a product's environmental performance that are beyond the scope of this standard (other than GECA certified content) shall be independently verified as compliant with ISO 14021: Environmental Labels and Declarations - Self Declared Environmental Claims (Type II Environmental Labelling) requirements. Also refer to the GECA Scheme Rules for the Use of the Good Environmental Choice Australia Mark.

Demonstration of Conformance

DoC 27.1: Report or statement from the applicant listing all public environmental claims regarding the product by the applicant demonstrating compliance to ISO14021; and

DoC 27.2: A signed declaration from the Chief Executive Officer or authorised representative of the relevant company (e.g. the supplier) stating that any environmental claims made by the company regarding the product in the future will be verified using ISO 14021 and / or GECA certification.

8. SOCIAL AND LEGAL COMPLIANCE

This section addresses compliance with law and the societal attributes of the manufacturer and the applicant company. Criteria for social aspects of the product are required under the international standard on ecolabelling (ISO 14024), and this section is common to all GECA standards. Equivalent sections are included in standards of all other GEN member ecolabelling bodies around the world. The social aspect partially addresses the third dimension of sustainability - Society. This was first understood by manufacturers under the name Corporate Social Responsibility (CSR). In this standard social criteria include laws for equal opportunity, safety and protection of workers. GECA certification cannot be given to any company that illegally exploits workers or their families.

Note: In cases where there is a conflict between GECA requirements in this section and relevant legislation or regulations introduced by governments and agencies, national legislation overrides state legislation and state legislation overrides regulations and standards issued by GECA.

8.1. Environmental Legislation

Criterion 28: The producer of the product and applicant company shall as per law comply with relevant environmental legislation and government orders at the Local, State, and Commonwealth levels, (if these have been issued). Where a producer is from an overseas jurisdiction, it is that jurisdiction's environmental regulations that apply. Where the producer has been found guilty of a breach of any environmental legislation or permit(s) within the last 2 years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 28.1: Signed declaration from an Executive Officer of the organisation stating compliance to environmental legislation and government orders; as well as declaration of any breaches of environmental legislation or permits and the date of the breach. Applicant shall:

DoC 28.2: Provide a Legal Register listing applicable environmental legislation (including applicable Regulations under that legislation) in, or as an attachment to, this declaration. The Legal Register shall, for each applicable Act and Regulation listed, state whether the manufacturer and applicant company comply; or

DoC 28.3: Have a certified ISO 14001, Eco-Management and Audit Scheme (EMAS) or equivalent environmental management system in place; and;

DoC 28.4: Any relevant permits granted by the EPA or an equivalent national, state or local body;



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DoC 28.5: Evidence of corrective action following a guilty verdict, if applicable.

In this criterion, 'Regulation' means an entire regulatory instrument (for example, the Environmentally Hazardous Chemicals Regulation 2008) and not the individual sections, provisions or clauses of a regulatory instrument.

8.2. Fair Pay

Criterion 29: All employees shall be covered by a Federal or State award or a certified industrial agreement or a registered agreement as determined by the Australian Government Fair Work Ombudsman or a State or Territory Workplace Relations Agency, or a workplace agreement in compliance with Fair Work Act 2009 section 61 – National Employment Standard. Where a producer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply.

Demonstration of Conformance

DoC 29.1: Signed declaration of compliance from an Executive Officer of the organisation;

DoC 29.2: Text or template of a typical workplace agreement offered to employees of the company; and

DoC 29.3: Sample payslips.

8.3. Workplace Health and Safety

Criterion 30: A manufacturer / applicant company shall demonstrate general compliance with State or Territory Legislation concerning Occupational and Workplace Health and Safety (OHS) / Work Health and Safety (WHS) and / or the Commonwealth Safety, Rehabilitation and Compensation Act 1988, where applicable. Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a manufacturer / applicant company has been found guilty of a breach of relevant legislation within the last 2-years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 30.1: Signed declaration from an Executive Officer of the organisation stating compliance to workplace legislation and government orders, as well as declaration of any breaches of legislation and the date of the breach. Applicants shall list all applicable legislation in, or as an attachment to, this declaration;

DoC 30.2: Copy of the company Occupational / Workplace H&S policy and procedures;

DoC 30.3: Copy of employee induction records, training records, meeting records and risk assessments; or current OHSAS 18001, AS/NZS 4801 or equivalent certification; or third party certification stating compliance to Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011 or equivalent jurisdiction specific legislation; and

DoC 30.4: Evidence of corrective action following a guilty verdict, if applicable.

8.4. Equal Opportunity

Criterion 31: The manufacturer and / or applicant company shall demonstrate general compliance with the requirements of the Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Workplace Gender Equality Act 2012 and complementary State Legislation. The manufacturer cannot be in the list of 'named' or non-compliant employers under the Workplace Gender Equality Act 2012. Where a manufacturer / applicant company is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a manufacturer has been found guilty of a breach of relevant legislation within the last 2-years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 31.1: Signed declaration of compliance from an Executive Officer of the organisation;



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DoC 31.2: Copy of relevant company policies and procedures;

DoC 31.3: Evidence of corrective action following a guilty verdict, if applicable; and

DoC 31.4: The auditor will verify that the company does not appear on the following list:
<https://www.wgea.gov.au/about-legislation/complying-act>

8.5. Lawful Conduct

Criterion 32: The manufacturer/ applicant company shall not have been convicted of any breach of criminal law, any breach of the Competition and Consumer Act 2010 or the Corporations Act 2001, including prosecution or de-listing by the Australian Stock Exchange (ASX, or international equivalent). Where a producer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a producer has been found guilty of a breach of relevant legislation within the last 2 years, there shall be evidence of corrective action.

Demonstration of Conformance

DoC 32.1: Signed declaration from an Executive Officer of the organisation; and

DoC 32.2: Evidence of corrective action following a guilty verdict, if applicable.

8.6. Human and Labour Rights

Criterion 33: The manufacturer/applicant company shall promote social justice and internationally recognised human and labour rights on the basis of 'continual improvement' for the suppliers. The manufacturer/applicant shall aim to implement the following measures:

Mapping of Supply Chain:

- Tier 1 suppliers* – work with suppliers who are most at risk and or where the applicant company has the most influence
- Minimum of suppliers comprising at least 50% of the manufacturer's total direct material spend**.

Implementation of a Supplier 'Code of Conduct':

Code of conduct to include Human Rights, Health and Safety of workers - following ILO Conventions

– ILO Conventions to include:

- No child / forced / bonded labour (ILO 29 and 105)
- Health and safety procedures and training (155, 161 and 171)
- Right of freedom of association (ILO 87 and 98)
- Non-discrimination (100 and 111)
- Discipline / harassment and grievance procedures
- Fair working hours and compensation
- Anti-corruption and bribery

Code of conduct to include Environmental compliance – following UN Global Compact Code of Conduct

Code of conduct to include as a minimum (Human rights & Labour)

Assessment and recommendations for improvements (Scorecards) by the applicant company of their supply chain.

Demonstration of Conformance

DoC 33.1: Documentation mapping out the applicant's/manufacturer's tier 1 supply chain (comprising at least 50% of the spend; and

DoC 33.2: Copy of Code of Conduct; and

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DoC 33.3: Description of assessment system used together with copies of scorecards etc.

*Tier 1 suppliers are suppliers directly responsible for extraction of raw materials or the processing / manufacturing / sub-assembly of materials and products in the manufacturers' supply chains. Brokers, distributors, inventory management providers, etc. to the manufacturer are not counted as tier 1 suppliers.

**for a consecutive 12-month period within the previous 2 years



EVIDENCE OF CONFORMANCE

Demonstration of Conformance (DoC)

This section lists the sources of evidence which may be considered during an audit to establish conformance against GECA's standards. This list is provided in order to guide the applicant manufacturer through the requirements of the standard and to facilitate the preparation of an application.

The DoC requirements as specified along with each criterion in the standard define specific sources of evidence acceptable to GECA. In cases where criteria offer several DoC requirements, it is the sole decision of the appointed auditing body to choose the appropriate option in course of the preliminary stage of the assessment. If any or none of the recommended DoC requirements stipulated for a particular criterion in the standard is applicable or presented for valid reasons for a product under assessment, then the appointed auditing body may choose an alternative but equivalent source of evidence. In cases where alternative sources of evidence have been accepted for the verification of the product, the auditing body will inform GECA by providing a report on the details as far as appropriate. GECA will use this information to continuously improve the DoC requirements stipulated by that standard.

All laboratory testing and analysis should be carried out by a NATA (National Association of Testing Authorities) accredited laboratory. For tests carried out overseas all analysis shall be carried out by a reputable lab accredited by an ILAC (International Laboratory Accreditation Cooperation) member.

The applicant/manufacturer needs to have processes in place to ensure on-going compliance with the criteria in this standard; for example: - the applicant/manufacturer may demonstrate a process of completing a checklist that lists all the substances and requirements from criteria 14-16 prior to using with the GECA product/s; the checklist/form needs to be signed and dated by the authorised person. The process may be carried out by relevant supplier/s of relevant material/s if there is no in-house capacity within the organisation being assessed to carry out this process. Documented information about any communication in regards to this process (i.e. between applicant and suppliers) shall be maintained.

The DoC requirements are summarised in Appendix A to assist applicants in preparing documentation for the verification process with a GECA Designated Auditor.



APPENDIX A APPLICATION CHECKLIST

The Application Checklist is intended to guide the applicant company through the application and verification process. The company may collect all information that is required for the verification of the product and attach the relevant documents to their application. The table below summarises the DoC requirements for each criterion in the standard.

Criterion Number	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/ N or NA
1. Standards Category Scope				
Criterion 1	Standard Category Scope	Detailed description of the product(s); and	<input type="checkbox"/>	
		Explanation of applicability to the scope of the standard	<input type="checkbox"/>	
2. Fitness For Purpose				
Criterion 2	Product meets or exceeds applicable standards and demonstrated fitness levels (only two DoCs required)	Mandatory: Detailed description of the product(s) as it relates to Australian (or other) standards; and	<input type="checkbox"/>	
		Independent audit or test reports confirming conformance to relevant Australian (or other) standard; or	<input type="checkbox"/>	
		Report or case study demonstrating fitness for purpose	<input type="checkbox"/>	
Criterion 3	5 year commercial guarantee on the quality of the product	Copy of warranty documentation provided to customers	<input type="checkbox"/>	
3. Design for Environmental Performance				
Criterion 4	Timber and Natural Fibre shall be sourced sustainably	Design specification or schedule for materials and components of product; and	<input type="checkbox"/>	
		Chain of custody evidence for materials; and	<input type="checkbox"/>	
		Chain of custody evidence for materials; and	<input type="checkbox"/>	
		Evidence of certification from a responsible timber fibre source; and	<input type="checkbox"/>	
		Evidence of certification from a responsible timber fibre source; and	<input type="checkbox"/>	
Criterion 5	Wood and natural material shall not be treated or impregnated with fungicides or insecticides classified by IARC as 1 or 2A.	Signed documentation from the supplier that any pesticides used are not classified as IARC 1 or 2A.	<input type="checkbox"/>	
Criterion 6	Latex shall not contain concentrations of 1, 3 butadiene greater than 1 ppm.	Signed declaration that no latex, foam or rubber is used in the product or	<input type="checkbox"/>	



Criterion Number	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/ N or NA
		Signed declaration for the producer of the latex or rubber, confirming no 1,3 butadiene is used in their product or	<input type="checkbox"/>	
		Test reports confirming conformance to the criterion or	<input type="checkbox"/>	
		VOC test results confirming butadiene emission is 0.02ppm (0.044 mg/m ³) or total alkenes as <0.05mg/m ² hr or <0.05mg/m ³ .	<input type="checkbox"/>	
Criterion 7	CFC, HCFC, HFC or methylene chloride shall not be used as blowing agents in polyurethane	Signed declaration describing the expansion process and if it includes any of the prohibited substances	<input type="checkbox"/>	
Criterion 8	Aniline based amines shall not be added to padding material	Signed declaration for the supplier, describing the manufacturing process and if aniline based amines are used	<input type="checkbox"/>	
Criterion 9	Total water discharge from latex, foam or rubber production shall be treated to reduce COD/TOC levels by 90%	Copy of EMS or similar showing testing requirements, frequency and calculations; or		
		Results from sampling for COD or TOC analysis		
Criterion 10	Fabrics shall meet the standards of a recognised ecolabel or meet the requirements of the Hazardous Materials section of this standard (only one DoC required)	Signed declaration stating that no fabric has been used or	<input type="checkbox"/>	
		A copy of the ecolabel license from the suppliers of each fabric product used or	<input type="checkbox"/>	
		A schedule of all materials and substances used and where applicable the MSDS, chemical names or CAS numbers and/or signed declaration of non-use to establish compliance with the Hazardous Materials section of this standard.	<input type="checkbox"/>	
4. Emissions				
Criterion 11	Particleboard, MDF, plywood or timber veneers shall conform to formaldehyde testing methods outlined in AS 1859.	Test results demonstrating conformance to the criterion	<input type="checkbox"/>	
Criterion 12	Particleboard and MDF panels shall be tested using methods mentioned in AS/NZS 4266.16 and demonstrate a level below 1mg/	Test results from AS/NZS 4266.16 (2004) or other internationally accepted test methods listed in Table 1.	<input type="checkbox"/>	
Criterion 13	Veneer and plywood shall demonstrate a level below 1ppm (mg/L) using the AS/NZS 2098.11	Test results from AS/NZS 2098.11 (2005) or other internationally accepted test methods listed in Table 1.	<input type="checkbox"/>	



Criterion Number	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/ N or NA
5. Hazardous Materials				
Criterion 14	Listed substances shall not be added to products during manufacture	A schedule of the constituent substances in g/kg used in the manufacturing process and relevant MSDS; and	<input type="checkbox"/>	
		A copy of documentation clearly outlining how each chemical is used, managed and stored; and	<input type="checkbox"/>	
		Where an exemption is claimed, a signed declaration from an Executive Director of the applicant company stating that the given substance is necessary and does not pose a hazard;	<input type="checkbox"/>	
		If claiming an exemption for potentially explosive chemicals, documentation of the EMS in place.	<input type="checkbox"/>	
Criterion 15	Products shall not contain substances harmful to human health or the environment.	A schedule of the constituent substances in g/kg used (as above); and	<input type="checkbox"/>	
		Where an exemption is claimed, the applicant shall provide a signed declaration stating the purpose for which the given substance is necessary; documentation clearly outlining how each chemical is used, managed and stored; and evidence that human exposure or environmental contamination is prevented	<input type="checkbox"/>	
Criterion 16	Listed substances shall not be added to products, their components or be used at any stage of the manufacturing process	A schedule of the constituent substances in g/kg used (as above); and	<input type="checkbox"/>	
		A signed declaration stating that the above compounds, their functional derivatives or in-situ precursors are not added to finished products, their component parts or be used at any stage of the manufacturing process, including as preparatory agents, cleaners or degreasers in the production facility	<input type="checkbox"/>	
6. Packaging, End of Life and Product Stewardship				
Criterion 17	Replacements shall be available for parts that are subject to wear, for a period of five years	Evidence that the end-user is made aware of the offer; and	<input type="checkbox"/>	
		Signed declaration confirming commitment to the provision of replacement parts	<input type="checkbox"/>	
Criterion 18	Products shall be easily disassembled and separable into recyclable or re-useable units. (Only two DoCs are required)	Where products are comprised of more than two material types, instructions for disassembly are required or	<input type="checkbox"/>	
		Engineers report or disassembly demonstration	<input type="checkbox"/>	



Criterion Number	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/ N or NA
Criterion 19	Components parts shall not contain inseparable bonds. (only two DoCs required)	Mandatory: Details of material used in product, included in DoC 5.1	<input type="checkbox"/>	
Criterion 20	All glass shall be recyclable in local council recycling systems or by a specialist recycling facility. If the glass can only recycled in a specialist facility, the applicant shall provide correct recycling instructions.	If glass is used, a specification of type used and details of tints, colourings and coatings; and	<input type="checkbox"/>	
		A copy of receipts or arrangements for the recycling of glass in either a local council facility or specialist facility; and	<input type="checkbox"/>	
		If not recyclable in local council facilities, a copy of the information provided with the product	<input type="checkbox"/>	
Criterion 21	Plastic weighing greater than 100g shall be marked with appropriate resin identification codes (only one DoCs required)	Visual assessment from product sample or during a site visit; or	<input type="checkbox"/>	
		A direct and clear inclusion of this requirement in DoC 19.1	<input type="checkbox"/>	
Criterion 22	Products and components shall not be impregnated, labelled or coated or otherwise treated in a manner that will prevent post-consumer recycling	Explanation of how each coating affects the recyclability of each product or component and	<input type="checkbox"/>	
		Description of the end-or-life options for the treated component with written confirmation from a recycler able to accept the component	<input type="checkbox"/>	
Criterion 23	A product stewardship program or similar shall be in place for the product	Copy of instructions outlining take back service and	<input type="checkbox"/>	
		Copy of contractual agreements allowing for the proper disposal of used products	<input type="checkbox"/>	
Criterion 24	Products shall be accompanied with information for the consumers	Copy of documentation supplied to consumers	<input type="checkbox"/>	
Criterion 25	Halogenated plastics shall not be used in product packaging	SDS (previously MSDS) of packaging and site inspection of final product packaging.	<input type="checkbox"/>	
Criterion 26	Packaging shall be recyclable, contain recycled content or derived from plant-based materials.	Details of materials used as packaging; and	<input type="checkbox"/>	
		Evidence of recyclability or copy of PREP Assessment Report; or Evidence of certification under relevant forest certification scheme; and	<input type="checkbox"/>	
		Details of re-use programs for transport materials within the applicant company.	<input type="checkbox"/>	
7. Environmental Claims				



Criterion Number	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/ N or NA
Criterion 27	Public claims made by applicant	Statement of conformance signed by EO, with report showing compliance to ISO 14021.	<input type="checkbox"/>	
8. Social and Legal Compliance				
Criterion 28	Applicable environmental legislation and government orders	Statement of conformance signed by EO, with declaration of breaches and applicable legislation and Legal Register listing applicable environmental legislation or certified environmental management system in place.	<input type="checkbox"/>	
		Applicable permits granted by EPA.	<input type="checkbox"/>	
		Evidence of corrective action (if applicable).	<input type="checkbox"/>	
Fair Pay				
Criterion 29	Coverage of employees under certified agreements	Statement of conformance signed by EO.	<input type="checkbox"/>	
		Sample workplace agreement.	<input type="checkbox"/>	
		Sample payslips.	<input type="checkbox"/>	
Workplace Safety				
Criterion 30	Compliance with state or territory legislation	Statement of conformance signed by EO, with declaration of breaches and applicable legislation.	<input type="checkbox"/>	
		Copy of OHS/WHS policies and procedures.	<input type="checkbox"/>	
		Copy of employee induction, training, and meeting record and risk assessments; or current OHSAS 18001, AS/NZS 4801 or equivalent certification; or other third party certification.	<input type="checkbox"/>	
		Evidence of corrective action (if applicable).	<input type="checkbox"/>	
Equal Opportunity				
Criterion 31	Compliance with Racial Discrimination Act, Sex Discrimination Act, Disability Discrimination Act, Equal Opportunity for Women in the Workplace Act and	Statement of conformance signed by EO.	<input type="checkbox"/>	
		Copy of relevant policies and procedures.	<input type="checkbox"/>	
		Evidence of corrective action (if applicable).	<input type="checkbox"/>	



Criterion Number	Criterion Content	Demonstration of Conformance See standard body for details	Evidence Attached	Complies Y/ N or NA
	complementary State Legislation and Regulations.	Does not appear on list of non-compliant organisations.	<input type="checkbox"/>	
Lawful Conduct				
Criterion 32	No breaches of Trade Practices Act or Corporations Act.	Statement of conformance signed by EO.	<input type="checkbox"/>	
		Evidence of corrective action (if applicable).	<input type="checkbox"/>	
Human and Labour Rights				
Criterion 33	Implementation of the following measures: Mapping of supply chain; Supplier 'Code of Conduct';	Documentation mapping out the applicant's/manufacture's tier 1 supply chain (comprising at least 50% of the spend; and	<input type="checkbox"/>	
		Copy of Code of Conduct; and	<input type="checkbox"/>	
		Description of assessment system used together with copies of scorecards etc.	<input type="checkbox"/>	