SECTION II. PROGRAM-SPECIFIC POLICIES FOR SUSTAINABLE PRODUCTS

INTRODUCTION

NSF’s Certification Policies for Sustainable Products are intended to cover the certification of products tested to NSF and other recognized product sustainability standards. Standards used as the basis for this program include the following:

- NSF/ANSI 140 Sustainable Carpet Assessment
- Draft Standard for Trial Use NSF 332 Sustainability Assessment Standard for Resilient Floor Coverings
- Draft NSF 336 Assessment of Sustainable Commercial Furnishings Fabric
- Draft BIFMA Sustainability Assessment Standard

These policies are also intended to support NSF services related to establishment of documentation for submittal as credit under the Innovation in Design category of the U.S. Green Building Council’s Leadership in Energy and Environmental Design Green Building Rating System for Commercial Interiors (LEED-CI).

The registered NSF Certification Mark on products confirms that NSF has assessed and certified their conformity with the relevant Standard. As part of the certification process, the production facility is audited. The purpose of this audit is to assure that all the requirements of the Standard are met, quality assurance and quality control procedures are followed in fabrication, products are sampled and retested on schedule, and labeling and product literature are true and accurate.

While the standards and protocols outline the requirements for the products being certified, Policies are necessary to outline the operational requirements for maintaining certification.

As part of the authorization to use the Certification Mark, the manufacturing facility agrees to abide by the policies specified herein. Section I specifies the general policies applicable to every product Certified by NSF as meeting the appropriate NSF standard/criteria, another national consensus standard, or government regulation or specification. The general policies include (among other requirements) provisions relating to audits, testing, records, complaints, corrective action/enforcement, and appeals.

In addition to the general policies applicable to all products Certified by NSF, there are policies specific to the Certification of sustainable products. These are included in this Section II and relate to issues such as product marking, listing formats, sample identification, product testing, and material review processes.

Both the general and program specific policies must be considered in their entirety and shall be applied within the context of the specific standard, protocol, government regulation, or other
specifications referenced in the Contract for Certification Services between the Company and NSF. For clarity and ease of reference, these policies are presented as individually numbered items with appropriate headings. General policies have a prefix of “GP,” and program policies have a prefix “PP.” A descriptive title and the page on which each policy appears is listed in the Table of Contents.

## DEFINITIONS

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<th>Term</th>
<th>Definition</th>
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<td>Family Group</td>
<td>Products that are determined by NSF to be similar in materials, design and construction and are Certified based on evaluation of a representative sample.</td>
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<td>Referenced Standard</td>
<td>A specification defining the explicit set of requirements applicable to a material, product, or system, and used as the basis for product certification by NSF.</td>
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<td>Representative Sample</td>
<td>The sample that represents a Family Group manufactured using the same materials, design, and construction as those Products meant to be included under the scope of Certification by NSF.</td>
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<tr>
<td>Sample</td>
<td>The sum of the individual specimens or the quantities of materials, compounds, or ingredients used for evaluation.</td>
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MARKING

PP - 1. Marking Requirements for NSF Certified Products
All NSF Certified Products shall be traceable to a NSF authorized manufacturing facility. The following information shall appear on any or all of the following – the Product, the Product packaging, or the Product literature:

- NSF Mark (PP - 2);
- Company name or identification;
- Production facility location (city/state, province/country) or other facility identification acceptable to NSF;
- Trade name or product designation as shown in the Official Listing.

PP - 2. NSF Certification Marks for Sustainable Products
Complete systems may bear the NSF Mark (Mark). Certified components intended to be used along with other equipment or components to make a complete system may bear the NSF component Mark (Mark).

Complete Systems

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<tr>
<td>Certified to &lt;Applicable Standard&gt;</td>
<td>Certified to &lt;Applicable Standard&gt;</td>
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If used, the Mark shall be affixed to a Certified Product at the Company's site of final quality control only, unless prior written authorization from NSF permits placement at another facility.

PP - 3. Alternate Marking Methods
Alternate marking methods due to production method, size, configuration, or space limitations shall be reviewed and authorized by NSF prior to use.

If an alternate marking method is accepted by NSF, NSF shall provide a letter of authorization to the Company and the following footnote shall appear in the Official Listing: “This Product is Certified whether or not it bears the Mark.”

PP - 4. Product Designation
Each Certified Product shall have a product designation. If a Product has been manufactured and distributed prior to Certification, it may be assigned a new product designation or may be marked in a traceable manner that distinguishes it from earlier,
non-Certified products. If the Product bears a sequential serial number, it may be
Certified without a new product designation and the beginning serial number of
Certified system or components shall be indicated in the Official Listing.

Designations of Certified Products must be distinguishable from designations of non-
Certified Products.

OFFICIAL LISTING

PP - 5. Format - Certified Company
The Official Listing format shall include at least the following information:

• Company name and address,
• Production location(s) (city and state or plant identification number and state, province, or country),
• Trade name or product designation,
• Reference Standard and sustainability achievement level (if applicable), and
• Effective date of NSF Certification

CONFIDENTIAL INFORMATION REQUIRED FOR CERTIFICATION

PP - 6. Product Design, Engineering, and Materials Information
The Company shall provide Product design and engineering information, including but not limited to Product parts and/or materials lists, to adequately document the Product for evaluation and Certification. This information shall include (as applicable), but not be limited to:

• Complete parts/materials/suppliers list (PP-7),
• Photographs/drawings of family group representative (PP-8),
• Description of manufacturing process(es);
• Design and engineering drawings, and
• Installation, operation, and maintenance instructions.

This information shall be reviewed by NSF and if accepted, be compiled into a documentation report that shall be maintained at each production facility and made available by the company to NSF for use during audits.

PP - 7. Confidential Product and Material Formulation Information
For chemical inventory requirements, the Company shall submit complete product formulation information, including sources of supply, chemical descriptions, and trade designations of all components of a Product submitted for evaluation and
Certification to the level required by the referenced standard. Only those specific sources of materials appearing in the documentation report are authorized for use. All modifications to the formulation (e.g., alternate sources of materials or components) shall be submitted to NSF for review and acceptance prior to implementation of the change by the Company.

**PP - 8. Identification of Family Group and Representative Sample Product**
A series of Products may be grouped together for the purposes of evaluation if the manufacturer can adequately demonstrate to NSF that the Products are expected to achieve the same level of sustainable performance. The family group shall include only Products that are manufactured using similar production methods, designs, and materials. NSF shall identify the representative product that will be used for evaluation of the family group to the referenced standard.

**PP - 9. Requirements for Adding Products to the Listing of a Family Group**
NSF may authorize additional Products for Certification under an existing Family Group if a Company documents to the satisfaction of NSF that evaluation of other Certified Products verifies compliance with all NSF requirements.

**PP - 10. Certification of Identical Products at Alternate Production Facilities**
NSF may Certify a Product at an alternate production facility, provided all materials, design, manufacturing methods, and the Product are identical to those of a Product that has been evaluated and is currently Listed by NSF at another production facility of the same Company. An initial audit of the alternate production facility shall be required before Certification is granted.

**AUDITS**

**PP - 11. Requirements for Audits**
An initial audit of the Company’s production facility shall be required before Certification is granted. The frequency of monitoring audits at each production facility shall be established by NSF. After the initial audit, and upon request of the Company, consideration may be given to reducing the frequency of monitoring audits for multiple production facilities owned by the same Company and producing identical Products.

NSF reserves the right to conduct additional audits to monitor for compliance with all NSF requirements.

If the Company manufactures applied or Certified Products according to “made to order” practices, NSF may schedule the audit of the production facility to coincide with Product manufacturing.

**PP - 12. Scope of Audits**
Audits may include, but are not limited to, the following items related to the NSF Certification:

- Review of formulation and/or manufacturing processes of all applied or Certified Products;
- Production walk-through;
• Review records of raw material suppliers and/or component suppliers, through purchasing records or other production facility designated tracking mechanism;

• Review of quality control (QC) programs and records;

• Observation of QC testing;

• Verification that Products meet the requirements of the Standard(s) for which they are Certified.