
SUSTAINABLE PROCUREMENT Assessment Form

2.0 Sustainable Furniture

Property and Facilities Division,
Sustainability Office.

IMPORTANT

Completing this form is not mandatory, however, an applicant's ability to document and verify conformance with Sustainability Criteria for individual furniture items can be a significant consideration in awarding contracts.

Evidence may be requested to support the responses given on this form. The applicant should have available all documentation required to demonstrate conformance.

At any point during the term of a contract should constituents of this furniture item change affecting conformance with Sustainability Criteria, it is the responsibility of the vendor to disclose this information to the UQ Property and Facilities Furniture Division.



Company Name:

Company Address:

Furniture Item:

Each criteria requires a clear “yes” or “no” response. If compliance with the criteria can be demonstrated the applicant should answer “Yes”. If compliance with the criterion cannot be demonstrated the applicant must answer “No”. Please refer to the Demonstrate Conformance section below to determine whether or not compliance can be demonstrated.

Sustainability Criteria

Yes No

1.0 Re-used, recycled or certified content

(A) Timber components are certified for Forestry Management and Chain of Custody and/or are post-consumer recycled or re-used?

(B) Packaging material is comprised of recycled material or is readily recyclable?

2.0 Hazardous Substances

(A) The products used for the surface coating shall not contain:

- Group 1 or Group 2A carcinogenic substances as listed by the [International Agency for the Research in Cancer](#) (IARC)
- Agents listed as acutely toxic in [Annex III of the Rotterdam Convention](#)?
- More than the No Observed Adverse Effect Level (NOAEL) (or 0 where NOAEL is unknown) for each of the following heavy metals: Antimony, Arsenic, Cadmium, Copper, Chromium VI, Lead, Mercury and Tin.

Do not
Contain Do
Contain

(B) Engineered wood products are compliant with the E0 grade or Super E0 AS/NZS 2269:2004 (plywood, laminate and veneer products), AS/NZS 1859.1:2004 (particleboard or fibreboard products), AS/NZS 1859.2:2004 (MDF products).

(C) The VOC content of adhesives used in the assembly of furniture shall not exceed 10% by weight.

(D) Blowing agents of polyurethane foams do not contain CFC, HCFC, HFC or methylene chloride.

Yes No

3.0 End of Life Management

(A) The product is designed for disassembly.

4.0 Supplier Sustainability

(A) Your company has not been cited for non-compliance of an environmental or safety issue?

(Cited, please provide details on the reason, date and outcome of the citation)

Not Cited Cited

(B) Does your company operate in accordance with an appropriate system of environmental management?

Yes No

Companies with greater than 20 employees:

- A system of environmental management is operating within the company.
- Energy, water and waste management programs are in place.

For companies with less than 20 employees:

- The company has adopted an environment policy to manage impacts associated with its activities and/or has environmental programs in place.

To the best of my knowledge, the information provided on this form is true and accurate.

Senior Manager/ Director Name:

Senior Manager /Director Signature:

Date:

Demonstration of Conformance

The following information may be requested to ensure conformance with the criterion.

1.0 Re-used, recycled or certified content

1A. A copy of Eco-label certification from a recognised certification agency where the Eco-label complies with the criteria.

OR

Current Forest Management and Chain of Custody evidence from any one, or a combination of the following:

- Post-consumer re-used timber i.e. not virgin
- Forest Stewardship Council (FSC) certified timber
- Australian Forest Certification Scheme (AFCS) certified timber
- Chain of custody certification under an equivalent standard, such as those recognised by the Programme for the Endorsement of Forest Certification Schemes (PEFC) Council

1B. A copy of Eco-label certification from a recognised certification agency where the Eco-label addresses the specified criteria.

OR

Vendors must provide a list of the different packaging materials used for the product, their weight and the percentage of recycled content in their packaging as specified.

2.0 Hazardous Substances

2A. A copy of Eco-label certification from a recognised certification agency where the Eco-label complies with the criteria.

OR

A list with all surface treatment substances used for each material present in the furniture and their Security Data Sheet.

OR

Any other appropriate means of demonstrating compliance such as: a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.

2B. A copy of Eco-label certification from a recognised certification agency where the Eco-label complies with the criteria.

OR

A copy of an Emission Test Report not more than three (3) years old using test methods that comply with EO grade or Super EO AS/NZS 2269:2004 (plywood, laminate and veneer products), AS/NZS 1859.1:2004 (particleboard or fibreboard products), AS/NZS 1859.2:2004 (MDF products).

2C. A copy of Eco-label certification from a recognised certification agency where the Eco-label complies with the criteria.

OR

A list with all adhesives used in the assembly of furniture and their Security Data Sheet

OR

Equivalent documentation demonstrating compliance such as: a technical dossier from the manufacturer, a test report from a recognised body showing compliance, or a declaration from the manufacturer.

2D. A copy of Eco-label certification from a recognised certification agency where the Eco-label complies with the criteria.

OR

A technical dossier of the manufacturer or a test report from a recognised body stating that blowing agents of polyurethane foams do not contain CFC, HCFC, HFC or methylene chloride.

3.0 End of Life Management

3A. A copy of Eco-label certification from a recognised certification agency where the Eco-label complies with the criteria.

OR

A statement signed by the vendor's most senior decision maker confirming that the product is designed for disassembly and recycling, including a description which includes diagrams/pictures of how the product can be disassembled and recycled, the amount of the product designed for disassembly and recycling by percentage (mass).

4.0 Supplier Sustainability

4A. If applicable provide details on the reason, date and outcome of the citation signed by the vendor's most senior decision maker.

4B. Companies with greater than 20 employees:

- A copy of current documentation that formally demonstrates a system of environmental management is operating within the company. The system of environmental management may be ISO 14001 certified, in which case, a copy of the valid certificate is to be provided
- A copy of the manufacturer's environment policy, environmental report (if applicable) and/or details of the company's environmental programs.

For companies with less than 20 employees:

- A copy of the manufacturer's environment policy, environmental report (if applicable) and/or details of the company's environmental programs.