



Environmental Certification Services

Indoor Air Quality Certification Manual

Thank you for your interest in Scientific Certification Systems' Indoor Advantage™/ Indoor Advantage™ Gold and FloorScore® certification services. SCS offers exceptional transparency and credibility, conformance with major green building specifications, competitive rates, attentive service, and value for your money. We have a dedicated team of professionals ready to assist you with all your indoor air quality certification needs.

The first step in pursuing certification is to complete an Indoor Air Quality Application, which can be found on the SCS website at www.SCScertified.com/gbc/indooradvantage.php. When we receive your application, we will scope the assessment requested by your company and provide you with a proposal and quote.

We recommend that you review the certification requirements in the *SCS EC 10.2-2007 Environmental Certification Program Indoor Air Quality Performance Standard*, publicly available for download at http://www.SCScertified.com/gbc/iaq_standards.php.

First-year certification assessment usually takes three to five months, depending on the complexity of the assessment. Timing also depends on communication with your assigned auditor regarding:

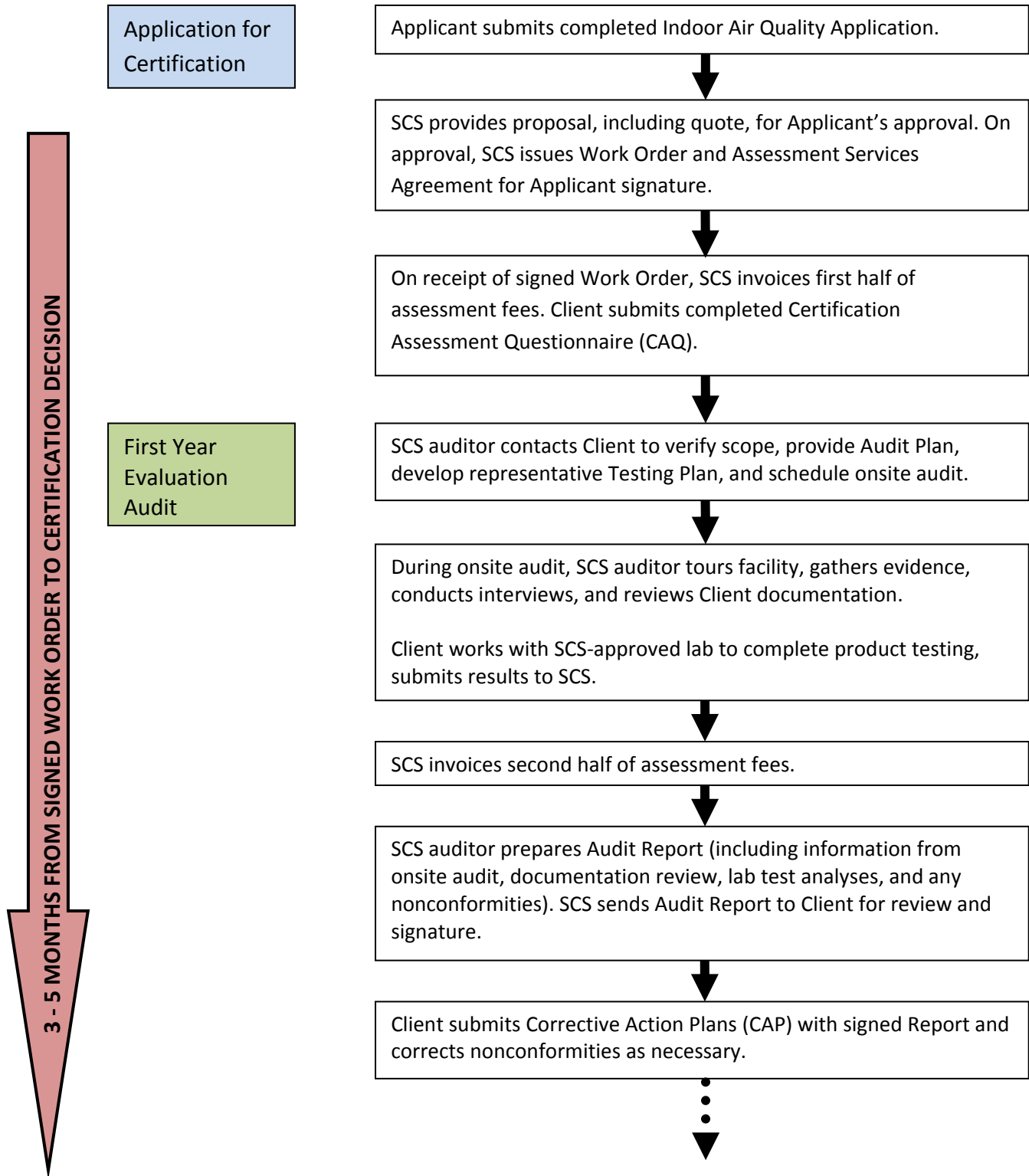
- Submission of a completed Certification Assessment Questionnaire (CAQ)
- Development of a sample testing plan
- Test scheduling with an SCS-approved laboratory
- Preparation of written procedures for auditor review
- Setting an audit date

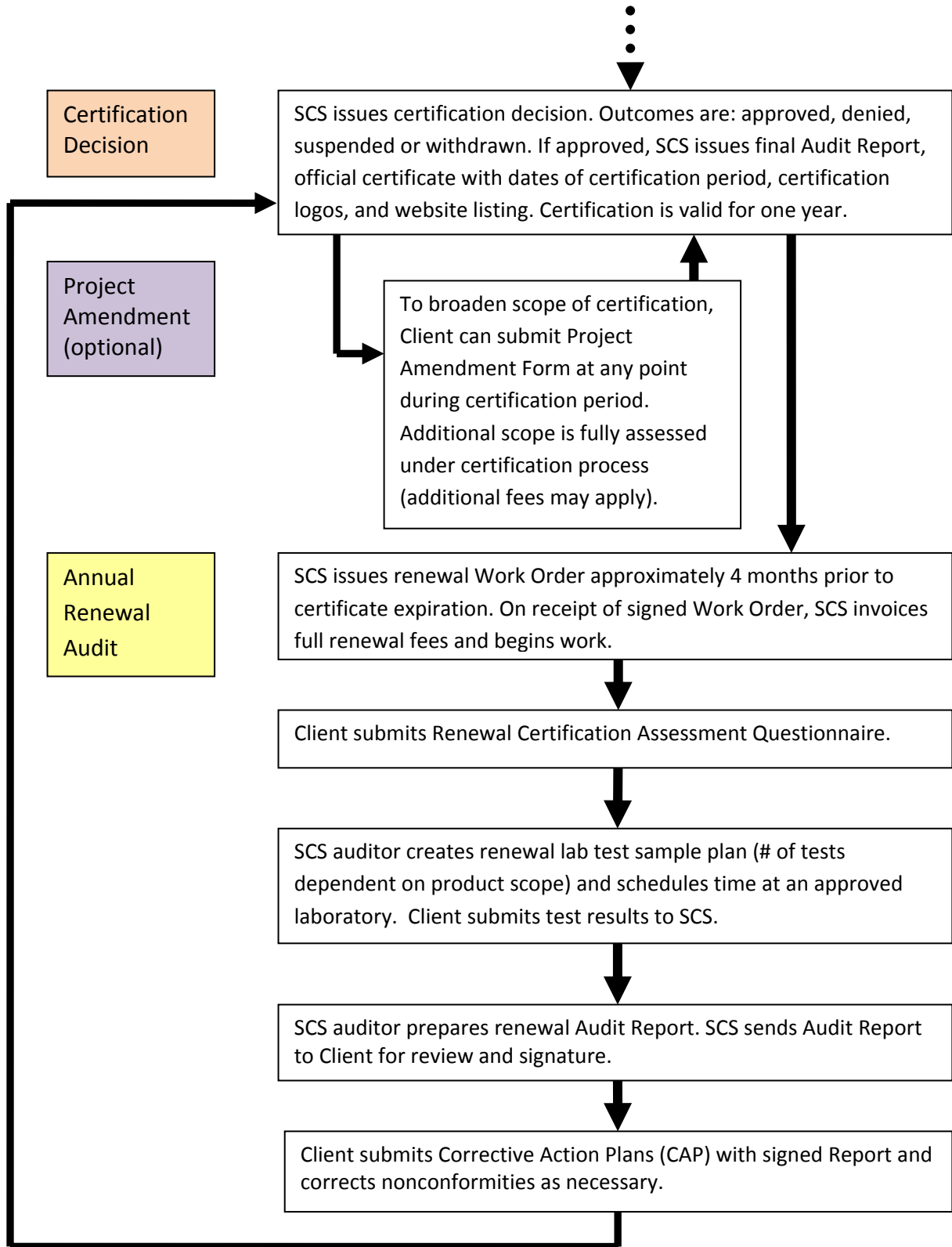
There is a base fee for SCS indoor air quality certification assessment, with additional fees based on the scope of work including but not limited to the numbers of product categories, manufacturing facilities, project amendments and certificates involved. SCS requires laboratory tests be conducted by approved independent laboratories, so lab fees are assessed and billed independently of SCS assessment fees.

For more information about the certification process, or if you have any other questions, please contact us.

Scientific Certification Systems
Stowe Hartridge-Beam, Program Manager
Phone: 510.452.8000
Email: shartridgebeam@scscertified.com

Indoor Air Quality Certification Process Diagram





Key Terms & Resources

Certification Assessment: The process of determining whether a client complies with the requirements of a Standard. The determination is made by SCS staff based upon review of the Audit Report, test reports, and evidence.

Certification Assessment Questionnaire (CAQ): Evaluation checklist for key documentation to assess the Client's quality control system and documentation as referenced in *SCS EC 10.2-2007*. The CAQ serves as the foundation of the Audit Report in which the certification decision is communicated.

Corrective Action Plan (CAP): Plan prepared by Client detailing corrective actions to resolve non-conformities and preventive actions to ensure the problem will not reoccur.

Nonconformity: A case where the Client is not in conformance with the requirements of the Standard. Nonconformities must be addressed within the timeframe specified by the Auditor.

SCS-Approved Laboratory: A laboratory that conducts emissions testing in accordance with relevant standards, and has undergone the SCS laboratory approval process.

Standard: The written requirements that a distributor or manufacturer must meet in order to qualify for citing specific claims about certified products sold in the marketplace.

Rights & Responsibilities

SCS Clients have a right to non-discriminatory policies and procedures. Procedures shall not be used to impede or inhibit access to applicants. SCS shall make its services available to all applicants whose activities fall within our declared field of operation. Access shall not be conditional upon the size of the Client's operations, nor shall certification be conditional upon the number of certificates already issued. The criteria against which the products of a Client are evaluated shall be those outlined in specified Standards. IAQ certificates are valid for one (1) year subject to annual renewal audits. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered. SCS reserves the right to suspend, withdraw or terminate certificates as an accredited body. Reasons for suspension, withdrawal and termination include, but are not limited to: unwillingness or inability to correct nonconformities, unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant governing body trademarks; intentional violation of requirements; or association with fraud. For additional information concerning SCS Client rights and responsibilities, please visit: http://www.scscertified.com/services_and_fee_policies.php.

Website: www.SCScertified.com